



2026 MBS GRADUATION CEREMONY GRADUATE INFORMATION & EVENT GUIDE

SATURDAY, APRIL 25, 2026

This guide outlines everything graduates and guests need to know to ensure a smooth, and respectful experience for all attendees. Please read it carefully and share relevant information with your guests.



GETTING TO THE VENUE

Marriott Hotel München City West
Landsberger Str. 156, 80687 Munich

We strongly encourage using public transportation. Parking in the underground garage is limited and at personal cost. Please plan additional travel time; late arrivals cannot be accommodated.

Public transportation options:

- S-Bahn: Hirschgarten or Donnersbergerbrücke
- Tram: Am Lokschuppen (Lines 18 and 19)

ENTERING THE VENUE

Entry via Landsberger Str. Entrance ([Google Maps](#))

All attendees must check in with the registration team upon arrival.

To enter the venue, each attendee must present:



- A valid ticket with scannable QR code (digital recommended)
- A valid photo ID (upon request)

Guests may arrive with the graduate or separately, provided they bring their individual QR code.

GRADUATION KEY FACTS

Behavior Expectations

We ask all graduates and guests to help us maintain a respectful, uninterrupted academic ceremony. The Graduation Ceremony is approximately two hours long, similar to attending a performance event. To ensure a smooth experience for everyone:

- All attendees are expected to remain seated for the **entire duration** of the ceremony.
- Doors to the ballroom will remain **closed during the ceremony**. Entry or exit is not permitted once the ceremony begins.
- Smoking breaks, bathroom breaks, stepping out for phone calls, or re-entering the ceremony at any time are **not allowed**, as movement is highly disruptive to graduates, speakers, and families.
- Even if your program has already been recognized, we ask that you remain seated until the ceremony concludes, out of respect for the remaining graduates.
- Emergency exit doors must remain closed at all times except in case of an actual emergency.
- Eating and drinking are not allowed inside the ceremony space; refreshments are provided only at the reception.

Please help us create a dignified and memorable experience for all graduates and guests.

This policy also ensures venue staff can safely prepare the reception area without interruption.

What to Wear

Business or formal attire is recommended for both graduates and guests.

Please keep in mind that graduates will be wearing a gown over their outfit. While the venue is air-conditioned, **wearing the gown can feel warm** – we suggest dressing in layers and choosing breathable fabrics to stay comfortable during the event.

Cloakroom

A monitored cloakroom (Garderobe) is available for all personal belongings. Please store coats, bags, and large items before the ceremony begins.

Seating

Seating for the ceremony is divided into three clearly marked areas:

1. **Reserved Section – MBS Faculty & Staff**
Seating for individuals participating in the ceremony.



2. **Graduate Seating (Reserved & Alphabetical)**
Graduates will be seated alphabetically within their specific program. Line-up numbers and seating details will be provided during check-in.
3. **Guest Seating (Open Seating)**
Guest seating is first-come, first-served.
The doors for guest seating open at **14:45**, and MBS staff will be available to assist with seating.

Photography

A **professional photographer** will capture high-quality photos of each graduate on stage during their moment of recognition. These photos are provided to graduates **free of charge**, and additional group photos will be taken immediately following the ceremony.

Guests may take photos during the ceremony **without flash**, and movement should be kept to a minimum to avoid obstructing views or disrupting the ceremony.

GRADUATION SCHEDULE

- 13:30** Venue opens,
Graduate & Guest check-in begins
Welcome Drinks
- 14:30** Check-in closes
Graduate Briefing & Line-Up (Conference Room 3)
- 14:45** Doors open for guest seating (first-come, first-served)
- 15:00** Ceremony begins (procession of graduates)
- 17:30** Professional group photos on stage
- 17:45** Reception with light refreshments*
- 18:45** Return caps & gowns
- 19:00** Venue closes

* Please note: The reception does not include a full dinner. Many families choose to make dinner reservations for after the event.

HOTEL ACCOMMODATION

We recommend booking early to secure your room, especially if you're traveling to Munich for the ceremony.

A limited number of discounted rooms are available at the **Marriott München City West** for **169 EUR per night (April 24–25, 2026)**. Please use the link below to access the offer:

[**BOOK YOUR GROUP RATE FOR MUNICH BUSINESS SCHOOL**](#)

Once the room block is full, the offer will appear closed. If you would like to be added to a waiting list should more rooms open, please email alumni@munich-business-school.de.

Other hotels are available nearby for a range of budgets.



GRADUATE INFORMATION

Graduates must check in no later than **14:15** to allow time for cap and gown distribution. After check-in, proceed directly to the Cap & Gown Desk (Conference Room 3).

Cap & Gown Pickup

Provided by MBS on the day of the event. Sizing is **first come, first served**

At the Cap & Gown Desk, you will receive:

- Your **name card** with your alphabetical seating assignment
- Instructions for gown pickup

All graduates must be fully dressed in their cap and gown by **14:30** and return to Conference Room 3 for the mandatory Graduate Briefing.

Graduate Briefing at 14:30 (Conference Room 3)

This briefing covers:

- How lineup works
- When and where to walk
- How to receive your certificate
- Photo instructions

Crossing the Stage

A ceremony coordinator will guide you when to stand and walk during the ceremony.

You will:

1. Approach the stage via the right-hand side stairs
2. Cross the stage
3. Receive your folder
4. Shake hands with your Academic Director(s) and the Dean
5. Pose briefly for a photo
6. Return to your seat

Tassel tradition:

- **BA:** Move tassel from right to left on stage
- **MA, MBA, DBA:** Tassel remains on the left

Please note: The folder given on stage contains a **ceremonial copy**, not your official certificate. All official certificates will be sent via post by the Examination Office following the successful completion of your studies.



AFTER THE CEREMONY

Group Photos & Professional Photos

All Graduates & Guests **should remain seated** until directed for photos.

Reception

A light reception will follow the ceremony, featuring finger foods and a selection of alcoholic and non-alcoholic beverages. During the reception, our professional photographer will also be available to take family and group photos in front of the MBS backdrop.

Returning Caps & Gowns

All gowns and caps must be returned to Conference Room 3 before leaving the venue.

Cloakroom Retrieval

Please collect all personal belongings from the cloakroom before departing.

FREQUENTLY ASKED QUESTIONS

- 1. Can I change the name of my guest(s) after purchasing the tickets?**
Yes. One modification per ticket is allowed before **12 April 2026, 23:59 CET**. Email requests to alumni@munich-business-school.de. No changes possible after the deadline. Entry may be denied if names do not match our records.
- 2. Do my guests need to arrive with me?**
No. Guests may arrive separately, but each must bring their individual QR code for entry.
- 3. Can we take photos during the ceremony?**
Yes, but flash and movement should be minimized to ensure visibility and respect for all attendees.
- 4. Is the ceremony livestreamed?**
No, we are unable to livestream the event.
- 5. Can I leave the ceremony and re-enter?**
No. **Re-entry is not permitted** except in the case of an emergency. The venue doors will remain closed during the ceremony to ensure: safety, a respectful environment, and unobstructed setup for the reception.

Please use restrooms **before** the ceremony begins.

- 6. Where can I smoke during the event?**
Smoking is not permitted in or near the Landsberger Str. entrance or anywhere outside the



ceremony doors, to ensure the air remains clean where guests enter and exit the venue.

The hotel's **designated smoking area** is located: through the main hotel lobby, out the rear entrance, in the exterior courtyard area behind the hotel.

Please follow this route if you need to smoke before or after the ceremony. There will be **no smoking breaks during the ceremony** due to the "no exit/no re-entry" policy.

A MESSAGE FROM THE MBS TEAM

Thank you for taking the time to review this guide. Your cooperation and respect for the guidelines outlined in this document help ensure a smooth, safe, and meaningful celebration for every graduate and their guests. We deeply appreciate your support in creating an atmosphere of dignity and joy throughout the ceremony.

The MBS Graduation Ceremony is a milestone that reflects years of hard work, resilience, and personal growth. Our entire MBS team is honored to celebrate this momentous occasion with you and your loved ones.

As you step onto the stage and officially conclude your academic journey at Munich Business School, you also begin your next chapter — joining our global MBS Alumni community. We look forward to staying connected with you, supporting your professional path, and welcoming you into the growing network of graduates who continue to shape industries and make an impact around the world.

Congratulations once again. We are excited to celebrate with you on this special day!

The MBS Alumni Relations and Events Team