

GRADEX 101 INFORMATION FOR GRADUATING STUDENTS

101ST ANNUAL GRADUATE EXHIBITION

Wednesday, May 4 – Sunday, May 8, 2016

Wednesday, May 4 - Opening Night Celebration in Great Hall
Exhibition open to public 6:30 p.m. to 11 p.m.

Thursday, May 5
High school visits from 9.30 a.m. to 3 p.m.
Exhibition open to public 9:30 a.m. to 8 p.m.

Friday May 6
High school visits from 9.30 a.m. to 3 p.m.
Exhibition open to public 9:30 a.m. to 8 p.m.

Saturday, May 7 and Sunday, May 8
Exhibition open to public 11 a.m. to 5 p.m.

More detailed information is available at www.ocadu.ca/gradex.

WHO CAN PARTICIPATE IN THE GRADUATE EXHIBITION?

The Graduate Exhibition is the highlight of OCAD University's academic year – it provides an opportunity for eligible graduating students (both undergraduate and graduate) and faculty to celebrate their accomplishments via a showcase of work accomplished during that academic year. As a public interface, it builds bridges from the studio, lab or workshop to the external community – and allows a broad spectrum of visitors a chance to see what we do, and to develop awareness and appreciation of art and design education and practices.

“The Graduate Exhibition showcases the work of students who have submitted an intent to graduate at the spring convocation ceremony.

According to University policy, undergraduate students are eligible to graduate if they:

- Have fulfilled all program requirements;
- Are in good academic standing with an overall average of at least 60%;
- And have no outstanding accounts at the University.

Graduate students are eligible to graduate if they:

- Have fulfilled all program requirements;
- Are in good academic standing with an overall average of at least 75%;
- Have no individual course grades under 70%
- And have no outstanding accounts at the University.

Students who have not completed all program requirements, but are engaged in thesis or final major studio work may be eligible to exhibit their work at the discretion of their Dean or designate, if space is available.”

A/V EQUIPMENT LOANS & IMAC COMPUTER LOANS

Each department has been given specific space allocations spread throughout the campus for the display of graduating student work.

Some of the rooms will be smart rooms, and the equipment available in those rooms is to be used and shared per the directions of your Discipline Chair, Graduate Program Director or Associate Deans. Data projectors and any other equipment including projector screens and speakers that are installed in smart rooms **CANNOT BE ADJUSTED OR REMOVED UNDER ANY CIRCUMSTANCES WITHOUT SPEAKING TO AV DIRECTLY.**

A limited number of LCD screens, data projectors, slide projectors, and audio set ups are available depending on your needs. **Do not use duct tape or other types of tape since they leave a residue and impact the integrity of the cords.**

The AV Help Desk will have Apple iMacs, keyboards, mice, and locking cables available to loan for this year’s Graduate Exhibition. As **equipment is limited**, requests will be handled on a first come, first served basis.

You are responsible to ensure that the equipment loaned to you remains secured and monitored properly throughout the Graduate Exhibition. The AV Help Desk will supply locking cables and locks to assist with this (you will not receive the keys). Theft is a real concern with serious consequences, please be vigilant.

The AV Help Desk will have a Graduate Exhibition Equipment Request and Reservation Info table in the Lobby of 100 McCaul on the following days:

Monday April 4 10:30 a.m. to 3 p.m.

Tuesday April 5 10:30 a.m. to 3 p.m.

Wednesday April 6 10:30 a.m. to 3 p.m.

You will be able to come and inquire and talk about your setup as well as reserve equipment. iMacs will be reserved on a first come, first served basis. You will be allowed to reserve 1 iMac per student and also speak to someone about the possibility of reserving additional equipment such as projectors, TV’s, speakers etc.

For any other inquiries, please feel free to visit the AV Help Desk (Room 343 at 100 McCaul) between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday to discuss your Graduate Exhibition setup.

You are personally responsible for the well-being and safe return of any equipment signed out in your name. The usual late fees, abandonment fines and replacement costs still apply. Please refer to the Equipment Circulation Guidelines here: <http://www.ocadu.ca/services/it/support/it-policies-guidelines.htm>

GRADUATE EXHIBITION SET UP

All participating students are responsible for the set-up of the Graduate Exhibition in conjunction with their Faculty Office or the Office of Graduate Studies. This includes room and display preparation, set-up and the mounting of the exhibition (in accordance to standards set out by your Discipline Chair/Graduate Program Director and/or your Faculty Office/Office of Graduate Studies). Your Faculty Office/Office of Graduate Studies and your Discipline Chairs/Graduate Program Directors handle the allocation of space. **Artwork labels for the Graduate Exhibition must be used and will be provided through your Faculty Office/Office of Graduate Studies and Discipline Chairs/Graduate Program Directors.** You are encouraged to have a personal email and business cards available for guests who may want to contact you about career opportunities or to purchase your work once the Graduate Exhibition is over.

All applicable OCAD University policies and procedures regarding installation of artwork apply, including permissions where required, and other key factors as noted in the Graduate Exhibition Installation Guideline section below. Health and Safety walkthroughs of the Graduate Exhibition will occur during installation on Thursday, April 28 with a final walkthrough on Tuesday, May 3 before opening day. If there is an issue flagged with your exhibit, a note will be left at your exhibit location and an email sent to your student email. The problem will need to be remedied immediately.

All students must abide by these rules and regulations, and make applicable changes if requested by your Faculty Office/Office of Graduate Studies, Discipline Chair/Graduate Program Director, Health & Safety Officer, Facilities Management, or Campus Safety & Security Services. It is advised that you bring your own tools for the installation of your work. Some tools may be available for sign out at Tool Loans based on availability.

FACILITIES MANAGEMENT INSTALLATION GUIDELINES

a) Pre-Installation:

- Know your substrate, or what is underneath the paint and the wall you are using (drywall, plywood, concrete, plaster and lath, wooden or metal studs, electrical, plumbing). When drilling, you must be aware of hidden plumbing or electrical lines. Contact Facilities Management if you are unsure of substrate conditions.
- Installations may include single-sided tape, nails, and small screws but all holes must be filled, sanded and re-painted after take down (using the approved type of paint). Double-sided carpet tape and foam tape are not be used, as its removal will permanently damage the wall surface.
- If your installation area needs repair, please fill the hole(s) with filler material and allow it to dry. Once dry, sand with fine 320 sandpaper. For larger holes, fill the hole(s) again, allow to dry and then sand. Then prime the area, allow it to dry, and paint the exact matching paint colour for that wall surface.

- Use drop cloths to protect carpets and floors during painting, and mask baseboards and electrical outlets/switches (these are available through your Faculty Office).
 - Permission must be granted (by your Faculty Office) to change paint colour in any of the rooms or hallways. If permission is granted, you are also responsible for repainting the area with the appropriate paint colour once the Graduate Exhibition is over. OCAD University has seven distinct types of white paint used on various walls throughout the University. Check with the Manager, Campus Operations for the correct colour of paint. All paints and painting supplies are ordered through and available at your Faculty Office. It should also be noted that if your installation includes a shelf attached to a wall, the shelf must be painted a contrasting colour.
 - Lighting:
As you will be sharing your space with other graduating students, any changes to the existing lighting must be agreed to by all parties, including Facilities Planning & Management.
- b) Post-Installation:**
- The wall must be returned to its original state after GradEx.
 - To repair/fill holes, use filler material and fine 320 sandpaper.
 - Paint must match exactly.

For any further information on these guidelines, please contact:

Campus Operations:

Lance Straun, Manager, Campus Operations – 416-977-6000 ext. 617

Facilities Management:

Rick Connoy, Manager, Facilities Maintenance – 416.977.6000 ext. 618

SAFETY & SECURITY SERVICES INSTALLATION GUIDELINES

Safety Instructions:

a) Emergencies:

The following areas are critical during emergency evacuations, so cannot be blocked and must remain clear of any obstructions at all times - corridors, stairwells, fire hose cabinets, fire alarms, fire extinguishers, emergency phones, emergency lights, emergency eyewash/shower, electrical panels, emergency fire PA speakers, exit signs, fire exits, elevator doors, landings, door signage, and doorways.

- No slip or trip hazards may be left in public hallways or aisle ways.
- Exits from a room or building and fire safety equipment must be kept free of clutter and must be accessible at all times.

- Flammables or combustibles (e.g. wood, paint, varnishes, furniture etc.) will be stored in pre-approved areas that meet both OCAD U and legislative requirements
- In the event of an emergency, use the red phones or dial 416-977-6000 ext: 511 from any phone

b) Drapery:

- All fabric curtains, drapes, swags, bunting, large banners, and the like, installed in public hallways and spaces must be fireproofed using a fire-retardant
- Must not be an obstruction or constitute a trip hazard.

c) Ladders:

- Ladders must be in good condition, stable, with folding braces properly locked.
- Never stand on the top rung of the ladder
- Observe the “belt buckle” rule; don’t lean over sides of the ladder past your belt buckle.
- Always maintain a 3-point contact while climbing (2 feet + 1 hand **or** 2 hands + 1 foot).
- Request assistance from area coordinators if needed to ensure safe ladder use.
- Don’t use “make-shift” ladders. The use of tables or chairs for installing or taking down of artwork is strictly prohibited due to safety reasons.

d) Fire & Flame:

- Use of flammable liquids, explosives, incendiary devices, smoke or fog machines, candles or open flames of any kind must comply with the [OCAD U Fire & Flame Policy \(http://www.ocadu.ca/Assets/documents/administrative-policies-5003-fire-and-flame-policy.pdf\)](http://www.ocadu.ca/Assets/documents/administrative-policies-5003-fire-and-flame-policy.pdf)
- You must seek separate approval from the Office of Safety and Security Services under this policy **at least one week in advance** of your installation. If approved, a permit will be granted and it must be prominently displayed at the approved site of use.

e) Electricity and Lighting:

Electrical Cords:

- All extension cords used must be CSA or UCL approved.
- Usage of cords must not exceed recommended rating.
- Cords must not be “octopused or daisy-chained” i.e. plugged into each other.
- All cords used must be in good condition (i.e not frayed, exposed etc.).
- Cords must not pose a trip hazard. All cords, cables and other trip hazards must be taped down using gaffer tape, which is provided by A/V Loans (do not use duct or other types of tape). If taping down cords is not possible, then cable mats must be arranged and used.

Electrical Outlets:

- Electrical contacts must be properly constructed and insulated to prevent electric shock.

Lighting:

- Additional lighting may be introduced and it should be installed with use of a surge protector power bar.
- Please also note the proximity of hot bulbs to flammable surfaces so that fire damage to artwork or other materials does not occur.

f) Solvents, Toxic Chemicals and Biohazardous Waste:

- We recommend that you do not use organic solvents, and consider safer substitutes where possible.
- If your installation requires the use of chemicals, consult with the Office of Safety and Security Services. You will need a valid MSDS (Material Safety Data Sheet).
- Chemicals which are toxic or which might reasonably be expected to cause some health effects or pose other air-borne reactions are strictly prohibited.
- No aerosol sprays are allowed to be used outside of the designated spray booths.
- All biohazardous waste including bodily fluids (blood, urine and feces etc.) medical waste etc. that is to be used for installation purposes must receive written permission from Safety and Security Services prior to being brought on OCAD U premises.

g) Proper Lifting:

- Assess and identify the weight of the load before you lift and be sure that you can lift the load without over-exertion. Use a two-person lift or a dolly for heavier loads.
- Check that the planned path to the location of the load is free of obstacles and debris; e.g. wet paint, lubricants, water, cords etc. can cause slips and falls.
- To lift safely – Stand close to the load and face the way you intend to move; Use a wide stance to gain balance; Be sure you have a good grip on the load; Keep arms straight; Tighten abdominal muscles; Tuck chin into the chest; Initiate the lift with body weight; Lift the load as close to and as centered to the body as possible; Lift smoothly using your leg muscles without jerking; Avoid twisting and side bending while lifting; and avoid carrying loads with only one hand.

h) Housekeeping

- This is a shared public space, keep installation area free of clutter and hazards.

i) Hand Tools:

- Do not leave hand tools unattended.
- Do not daisy-chain or run cords across the floor when using powered hand tools.
- Inspect the tool to ensure it is in good condition.
- Use the correct tool for the job.

For any further information on these guidelines, please contact:

Office of Safety and Security Services:

Katie Browning, Health and Safety Officer, Safety and Security Services – 647 308 9558

Kirstie Joseph, Manager, Safety and Security Services- 416 884 5024

Louis Toromoreno, Director, Safety and Security Services – 416 992 1672

DOCUMENTATION OF YOUR WORK

OCAD University will be documenting the work presented at the Graduate Exhibition. These materials (e.g. pictures, videos etc.) may be used by the University for academic, educational, marketing or promotional purposes.

All photographed Graduate Exhibition work becomes part of OCAD University's permanent image archive.

If you are in agreement to have your work documented, please review and sign the attached release included at the end of this document. The signed waiver must be brought to your Faculty Office/Office of Graduate Studies no later than **Friday, April 29, 2016**:

Faculty of Art Office:	Sandros Valencia
Faculty of Design Office:	Sandra Barnes or Robert Pisano
Faculty of Liberal Arts:	Respective Program Chairs
Office of Graduate Studies:	Respective Graduate Program Coordinators

Should you wish **not** to have your work documented, please pick up a yellow sticker from your Faculty Office/Office of Graduate Studies and affix it to the **official** Graduate Exhibition artwork label you will have for your piece, and we will refrain from documenting your work.

DOCUMENTATION OF GRADUATE EXHIBITION EVENTS

OCAD University may document this event by video, photography or other recordings (the "Documents"). These Documents may capture the image, personality, voice-recordings etc. of persons attending this event. By attending the Graduate Exhibition, you acknowledge and agree that OCAD University may use the Documents for creating academic, educational, marketing or promotional materials.

Please note that for Medal Winners, OCAD U will be requesting consent from you to use Documents pertaining to you.

If you have any questions or concerns regarding OCAD University's use of the Documents that may contain your personality or image, please contact:

Christine Crosbie
Media Relations & Strategic Communications Officer
ccrosbie@ocadu.ca

MEDAL WINNER INFORMATION & RESPONSIBILITIES

OCAD University Medal Winners are selected by the 4th Year Awards Program Jury (there is one jury for each program) or Graduate Program GradEx Jury. Undergraduate students must apply to the Awards Program in order to be eligible. You are then juried according to the procedures identified by each program and year level.

For more information on program jury requirements please go to:

www.ocadu.ca/instudy-awards.htm

ART & DESIGN WORK FOR THE GREAT HALL MEDAL WINNERS EXHIBITION

You will be contacted (via the information you have on file with the University, please update if needed) if you have been chosen as a Medal Winner for the 2016 Graduate Exhibition. There is a **mandatory orientation meeting for all Medal Winners (both undergraduate and graduate) in the Great Hall at 9 a.m. on Monday, May 2**. Be prepared to spend Monday, May 2 and Tuesday, May 3 at OCAD University installing a highlight of your work in the Great Hall. The OCAD U Student Gallery Programs Coordinators facilitate the Medal Winners Exhibition, and they'll make the final decisions regarding the work(s) chosen and the installation of this exhibit.

You will need to draft and bring with you, an artist's statement about your work on a USB key or send via email to studentgallery@ocadu.ca. You will also need to provide 2-5 print-resolution images of your work and label information for your artwork in the Great Hall (name, title of piece, media, year, faculty advisor(s), and department). If you have any questions regarding this, please contact Morgan Mavis or Caroline Macfarlane at the email listed above.

You will be asked to sign a release that gives OCAD U permission to reproduce your work in print, on our website and the GradEx app and share it with the media.

MEDAL WINNERS VIDEO & PICTURE

On **Monday, May 2** all Medal Winners will meet in the Great Hall at 9 a.m. During this meeting, you will have your official portrait taken and a short video clip made for each Medal Winner. These images will be displayed online and on campus during the exhibition. **It is essential that you arrive at this meeting camera ready.** There will not be time for you to go home to change or to get made up. All Medal Winners will be asked to sign a release form, which will be provided at the meeting.

If you have any questions about this process, please contact:

[Martin Iskander](mailto:miskander@ocadu.ca)

Video Producer

Marketing & Communications

miskander@ocadu.ca

416-977-6000 ext. 342

MEDAL WINNERS AND THE MEDIA

Our Media Relations Officer, Christine Crosbie, will be at this meeting and will take down your contact information, possibly including home town, high school or other details that might make your story especially newsworthy to specific audiences beyond the GTA.

We may have a variety of media opportunities including live appearances on TV or radio over the duration of GradEx. If you have any reasons why you do not want to be interviewed, let her know. All the medal winners will be featured in a news release to be issued the same day.

There will likely be media at the Celebrate Excellence reception on Wednesday evening, but you may also be called for interviews at any time.

SOCIAL MEDIA - #GRADEX101

Want hundreds of thousands of eyes on your work? In addition to the more than 40,000 people that came to last year's GradEx, there were hundreds of thousands of impressions on Twitter, Facebook and Instagram.

This is the time when the Toronto art and design world's eyes are on OCAD University. OCAD U encourages you to promote your work on social media. Tag us - @ocad or #OCADU on Twitter and @ocaduniversity on Instagram - and most importantly, use the hashtag **#GradEx101**.

In advance of the event, you can invite friends or family by sharing our Facebook event and by linking to ocadu.ca/gradex

If you haven't already, create a Twitter and Instagram account. Here are some ideas:

- Take pics of your work
- Take pics of your set-up
- Take pics of the work of your classmates
- Announce when you'll be at your station
- Let people know how to contact you if they want to buy your work or talk to you
- Connect with your classmates
- Put your social media handles on your business cards and use them to connect with industry or galleries or anyone else you want to connect with to promote your work

GRADUATE EXHIBITION SPONSORSHIP

The Graduate Exhibition is an important, but expensive show and it is vital to find ways to help the show pay for itself. In addition to raising much needed funds, increasing sponsorships and other fundraising activities will also create relationships that can lead to other student and faculty projects and long-term investments in the OCAD University community.

GRADUATE EXHIBITION PUBLIC HOURS OF OPERATION

The hours of the 101st annual Graduate Exhibition are listed at the beginning of this document. Please arrive at least 30 minutes before doors open each day so that your room can be unlocked by Security (if your work is in classroom and not an open studio space). Your space will remain locked otherwise.

All installation of artwork must be completed no later than end of day on **Tuesday, May 3**. A full walk through of the Exhibition will then begin to make sure that all aspects of the exhibition are ready for the five-day show. The President will be walking through the exhibit on Wednesday, May 4 from 1 to 2:30 p.m. and we strongly recommend that you be present by your work for this (and all the public hours) to interact with those in attendance.

On Thursday, May 5 and Friday, May 6, the Admissions & Recruitment Office has invited thousands of high schools to come and visit the Graduate Exhibition. It is important for the safety of your work, and again to interact with visitors, that you be present for this. It is estimated that close to 8,000 high-school students will be attending this year from across the province, beginning at 9:30 a.m. on both days. Please arrive early to have your room opened by Security.

As noted previously, **it is strongly recommended that you be present during the public hours of the Graduate Exhibition**. Your presence will give you the opportunity to interact with the general public and industry professionals who will be visiting the show over the five days. Students are also responsible for coordinating the monitoring of their artwork to ensure the safety and security of the works as well as the safety of any and all booked equipment. Talk to your Department Chair and/or your Faculty Office to get more information on how the monitoring of rooms and artwork will be handled by your area and faculty.

GRADUATE EXHIBITION WAYFINDING AND GRADEX MOBILE APP

Navigating around the Graduate Exhibition can be challenging, especially for guests who are not familiar with the OCAD U campus. A multiplatform free mobile app will be available to help not only promote the Graduate Exhibition, but to also make the guest experience easier and more enjoyable. The app will include the exhibition schedule of events, medal winners, maps, and most importantly, a searchable list of all 900+ exhibiting students, indicating the building, floor and room number where work is located.

If you do not wish for your name to be included in this mobile app, please contact Robin Buxton Potts at rbuxtonpotts@ocadu.ca by **no later than Friday, April 15**. We respect your privacy.

The QR code will be available online and on the GradEx Poster so please download it in advance and spread the word to others to do the same. The app will also be searchable in all App Stores under the name OCADU GradEx and the newly updated version will be available for download in mid-April.

In addition to the mobile app, and for those who do not have a smartphone, please share with your family or friends who are planning to attend the Graduate Exhibition two important pieces of information:

- The name of your academic program; and
- The location of your exhibit (building location and floor)

Here is the tentative listing of the academic programs and their assigned locations. Exhibits will be located in the Main Building at 100 McCaul, the Sharp Centre for Design, the Brinks Building at 60 McCaul, the Student Gallery at 52 McCaul and the Open Gallery at 49 McCaul.

- Advertising – Level 6
- Criticism & Curatorial Practice – Level 2
- Drawing & Painting – Level 4 & 60 McCaul
- Environmental Design – Level 5
- Graphic Design – Level 6
- Illustration – Level 6
- Industrial Design – Level 5
- Integrated Media – Level 3 & 60 McCaul
- Material Art & Design – Levels 2 & 5
- Photography – 49 McCaul & Levels 2 & 4
- Printmaking – Levels 2 & 3
- Sculpture/Installation – Levels 1, 3 & 60 McCaul
- Strategic Foresight and Innovation (GS) – Level 5
- Inclusive Design (GS) – Level 1
- Digital Futures (GS & UG) – Level 2
- Interdisciplinary Art, Media and Design (GS) – 52 & 60 McCaul
- Contemporary Art, Design and New Media Art Histories (GS) – Level 2
- Criticism & Curatorial Practices – (GS) – Level 2

(GS): Graduate Students
(Level): @ 100 McCaul

Giving this information to your family and friends BEFORE they arrive on campus will make it easier for them to find what they're looking for — you and your work (there will also be information booth located in the main lobby to help visitors locate specific student or program display areas).

More information on the Graduate Exhibition, including opening hours and a downloadable way-finding program (posted closer to the event), will be available online at www.ocadu.ca/gradex.

GRADUATE EXHIBITION TAKE DOWN

Participating students are responsible for the take down of the Graduate Exhibition in conjunction with their Faculty Office. **Dismantling of the Exhibition can begin at 5 p.m. on Sunday, May 8 (and no earlier)**. All borrowed equipment is to be returned to the AV Help Desk on Sunday between the hours of 5 p.m. to 12 a.m. This includes the removal of all work, clean up, and the dismantling of display systems (in accordance with standards set out by your Discipline Chair and/or your Faculty Office). All walls and other surfaces must be repaired and repainted to the OCAD U standard. All artwork must be removed and display systems dismantled no later than Tuesday, May 10 at 4 p.m. If you are not planning on keeping your work, please be sure to disassemble it, separating materials for recycling purposes, in keeping with the university's mandate of sustainable practices. All remaining work will be discarded after that time. OCAD University is not responsible for the safety and security of artwork once the Graduate Exhibition ends at 5 p.m. on Sunday, May 8 and removal of all artwork is highly encouraged that day from 5 p.m. to 12 a.m.

Thank you – we look forward to a successful GradEx 101!