



GRADEX 102 INFORMATION FOR GRADUATING STUDENTS

102nd ANNUAL GRADUATE EXHIBITION

Wednesday, May 3 – Sunday, May 7, 2017

Wednesday, May 3 - Opening Night Celebration in Great Hall
Exhibition open to public 6:30 p.m. to 11 p.m.

Thursday, May 4
Exhibition open to public 9:30 a.m. to 8 p.m.
High school visits from 9.30 a.m. to 3 p.m.

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

Saturday, May 6 and Sunday, May 7
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.

HOW CAN I BORROW A/V EQUIPMENT & IMAC COMPUTERS?

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 A/V 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 A/V 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 3 10:30 a.m. to 3 p.m.

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

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

Please note that any changes to the above dates will be communicated in advance. 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/Assets/content/it/Borrowers-Responsibilities.pdf>

HOW DO I SET UP MY SPACE FOR THE GRADUATE EXHIBITION?

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. 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 what is behind the wall (electrical wiring, plywood, concrete etc.) using a stud finder. Contact the Facilities Planning & Management Office, if you need clarification
- Use drop cloths where necessary to protect carpets and floors during painting
- Floors (carpet, wood, concrete) are not permitted to be painted

- Installations may include single-sided tape, nails, and small screws. Double sided carpet tape and foam tape are **not** be used, as its removal will permanently damage the wall surface.
- Shelving must be painted a contrasting colour than the wall
- Water pipes are not to be used to hang artwork
- Plinths are available on a first-come, first-serve basis and can be procured via room 239, 100 McCaul St.
- Furniture requests for tables and chairs can be made via workrequest@ocadu.ca,
- Please be aware that couches are not part of the event stock.

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.
- Any items removed (doors or lighting) must be returned
- All work must be removed by the Wednesday post-GradEx
- Garbage can be collected and placed in the bin off the north parking lot at 100 McCaul St.

For any further information on these guidelines, please contact:

Facilities, Planning & Management:

Michelle Jelsma, Work Request Coordinator – 416-977-6000 ext. 624

SAFETY & SECURITY SERVICES INSTALLATION GUIDELINES

Safety Instructions:

a) Emergencies:

- Do not block emergency exits or emergency equipment.
- If there is an emergency, use the red phones for direct contact or use any phone to dial 416-977-600 Ext. 511

b) Drapery:

- All Fabric curtains, drapes, swags, large banners must be fireproofed off-campus with fire retardant spray
- They must not constitute a trip hazard

c) Ladders:

- Ladders must be stable and good condition with folding braces properly locked.
- Never stand on the top of the ladder; use the second rung down from the top and NEVER the bucket shelf or rear section of the ladder when installing artwork.
- Do not 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).
- Do not use make-shift ladders (e.g. tables or chairs).
- Use a spotter

d) Fire & Flame:

- Use of flammable liquids, explosives, incendiary devices, candles or open flames of any kind are prohibited.
- A consultation on the Fire and Flame Policy can be held with the Office of Safety & Security Services , but must be at least a week in advance

e) Electricity and Lighting:

- Electrical contacts must be insulated, in good condition, and CSA or UCL approved
- To prevent trips, all cords, cables and other trip hazards must be taped down using gaffer tape only (provided by A/V Loans). Cable mats may also be used.
- No "daisy-chaining"
- Ensure that hot bulbs are not near any flammable surfaces to minimize risk of fire and damage to property/artwork
- Contact workrequest@ocadu.ca if you require lighting assistance

f) Solvents, Toxic Chemicals and Biohazardous Waste:

- Limit use of organic solvents, consider safer substitutes where possible.
- For chemical use, you must first consult with the Office of Safety & Security Services. It will be mandatory that you have a valid MSDS (Material Safety Data Sheet) for the chemical you propose to use.
- Chemicals which are toxic or which might reasonably be expected to cause some allergic or other air-borne reactions are strictly prohibited.
- Aerosol sprays can only be used in a spray booth.
- All biohazardous waste including, but not limited to, bodily fluids (blood, urine and feces etc.) and medical waste etc. that is to be used for installation purposes must receive written permission from Safety & Security Services prior to being brought on OCAD U premises.

g) Proper Lifting:

- Use your leg muscles to lift while keeping your back as straight as possible.
- Have someone help you lift heavy large or awkwardly shaped items.

h) Housekeeping

- Keep installation area tidy, this is a shared public space for your classmates and visitors.
- Don't have trip or slip hazards (spills, loose cords etc.).

i) Weapons Policy:

- In accordance with the Criminal Code of Canada, Firearms Act, 1995 and associated regulations, no person, while on property controlled, leased or owned by OCAD U shall store, use, or carry a weapon.
- Permission will be given for ceremonial knives carried or used to meet religious obligations and small folding or utility knives used solely for a lawful purpose that are not brandished or worn in such a manner as to cause alarm.
- Approval must be granted for an exception to this policy for any representation, replica, reproduction or imitation of a weapon, or a toy weapon, in a process, performance or presentation.

j) 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 & Security Services:

Katie Browning, Health and Safety Officer, Safety & Security Services
T. 647-308-9558, E. kbrowning@ocadu.ca

WHAT ABOUT ACCESSIBILITY & EQUITY?

The following online resources reflect OCAD University's mission and Academic Plan principles of advancing equity and accessibility on campus.

Please review these guidelines on accessible exhibition practices and consider them when installing your own work:

- The Smithsonian has developed a very comprehensive set of exhibition accessibility design guidelines (<https://goo.gl/5texAR>)
- The Canadian Art magazine titled, 8 Things Everyone Needs to Know About Art and Disability. (<https://goo.gl/hDk3aD>)
- Bringing the World's Greatest Art to Blind People - 3D Tactile Fine Art Printing for Museums, Science Centers and Cultural Institutions (<http://www.3dphotoworks.com/>)

STUDENT PORTFOLIO AND CAREER OPPORTUNITIES

The Centre for Emerging Artists & Designers will be offering a series of repeated skills workshops, a new resource and exclusive offers for students participating in GradEx. **One example includes 30% off all personal branding products through MOO.com!** Full details will be shared on March 29 at the GradEx Forum and through your student email, including a full schedule of workshops. Any immediate questions can be directed to careerdevelopment@ocadu.ca

Tuesday, April 4 from 3 to 4:30 p.m.
MCA 543 (100 McCaul St.)

Wednesday, April 12 from 3 to 4:30 p.m.
MCC 525 (113 McCaul St.)

Thursday, April 20 from 3 to 4:30 p.m.
MCA 284 (100 McCaul St.)

Monday, April 24 from 3 to 4:30 p.m.
RHB 1015 (230 Richmond St. W., 10th Floor)

GRADUATE EXHIBITION MOBILE APP AND WAYFINDING

In an effort to streamline the GradEx setup process, there is an online form for all exhibiting students. The GradEx signup form serves several purposes; it provides student information for the GradEx app (correct student name, student exhibition location, etc.), allows students to upload a selection of their work for display online (e.g. the 2016 Environmental Design GradEx work archive [here](#)), and allows students to opt out of photography/documentation.

Failure to submit this form will prevent exhibiting students from being included in the app, potential marketing materials and the ability to opt out of documentation.

This form will be available March 29th and should be completed as soon as possible to ensure all information is correct. **Sign up/submission will close April 30th at 11:59PM.** The form can be found at <http://ocadu.ca/gradex-signup> and students can access it with their IT login. If there are any issues logging in or submitting information, please contact cwiggs@ocadu.ca.

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.

This app can be found in most App Stores under the name OCADU GradEx and the newly updated version will be available for download in mid-April. Please download it in advance and spread the word to others to do the same.

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)

Providing 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.

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: <https://goo.gl/ux6ceb>

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 2017 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 1.**

You will need to draft and bring with you:

1. An artist's statement about your work on a USB key or send via email to ldsmith@ocadu.ca
2. Two to five print-resolution digital images of your work

3. Label information for your artwork (name, title of piece, media, year, faculty advisor(s), and department)
4. Information on where your work is located within your department

If you have any questions regarding this, please contact Lisa Deanne Smith 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 1** 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
Video Producer, Marketing & Communications
miskander@ocadu.ca
416-977-6000 ext. 342

MEDAL WINNERS AND THE MEDIA

Our Manager, Communications & Media, 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, please let Christine know. All 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, May 3 from 5 to 6 p.m., but you may also be called for interviews at any time.

DOCUMENTATION OF STUDENT 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 **photographs** of Graduate Exhibition work becomes part of OCAD University's permanent image archive. Please note that all student **work** remains the property of you, the students.

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
Manager, Communications & Media
ccrosbie@ocadu.ca

GET SOCIAL! - #GRADEX102

Want hundreds of thousands of eyes on your work? In addition to the 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 **#GradEx102**.

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

WHAT ARE THE GRADUATE EXHIBITION PUBLIC HOURS OF OPERATION?

The hours of the 102nd 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 2**. 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 exhibition on Wednesday, May 3 from 10 to 11:30 a.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 4 and Friday, May 5, 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 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.

WHEN CAN I TAKE DOWN MY EXHIBITION?

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 7 (and no earlier)**. All borrowed equipment is to be returned to the A/V 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 **Wednesday, 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 7 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 102!