

MEDIALAB SANDBERG INSTITUUT | MAY | JUNE 2024

GRADUATION - NEWSLETTER #8

Dear graduating students,

Here is the promised update on your required graduation equipment.



Auditorium 3th floor.

1.

In the meantime, all your boxes with the requested equipment have been packed by us. Each student has their own box/boxes.
(name is on the box + equipment list)

2.

Payment must be made before the departure of the transport.
Ineke will be in the Medialab for you on Monday, June 3
from 8:00 AM to 5:00 PM.

How to pay:

Deposit the amount of your invoice on the Cortex card.

come to the 5th floor Medialab

Payment is made with Ineke and the invoice is signed.

3.

The transport of the equipment to Door Open Space start on Monday evening
and early Tuesday morning.

Each student collects their own box packing list on top.

Handover to the students Tuesday morning June 4:

Design:	9:00
SIS	9:30
Opera	10:00
Critical Studies	10:30
F for Fact	11:00
Dirty Art department	11:30
Fine Arts	12:00

4.

Build-up of the graduation show

Medialab colleagues help with the placement and installing of equipment.

Let us know who needs help so that we can make our schedule on the spot to make the installation as practical as possible.

There is someone present every day during the graduation show for trouble shooting.

** Keep the box during the graduation show in storage and pack it back in the same way after the exhibition. Be careful with the equipment and cables.

**Special attention:
Tape used for Graduation show**

Ask us for **Gaffer tape!!**

Please don't use **duct tape** because after removal the cables will stick forever and will ruin our cables and equipment.



Greetings and have a great time during your Graduation show.

Medialab team, Ivo, Jan Kees, Brian and Ineke