



PHOTOGRAPHY GUIDELINES

for Photographers and University of Guyana Graduands (Class of 2023)



PRODUCED BY:

Department of Events, Conferences, and Communication (DECC)
Office of the Vice-Chancellor, University of Guyana

The University of Guyana will be hosting the 57th Convocation for Graduands of the class of 2023 in November 2023.

To ensure we symbolically capture one of the latest key aspects of the Convocation Booklet, i.e. the presentation of Graduands, we aim to create a mini profile for each Graduand (*Graduands academic achievement and full name will be accompanied by their photograph*).

The “Photography Guidelines – for Photographers and University of Guyana Graduands” acts as a simple document to help guide you in ensuring we have some synchronization across the images for better publication.

~ Production Team, 57th Convocation
(DECC – CCS –LRC – PACE)

Figure 1.1

DISTINCTION



LAST NAME,
First

Background for Images

The background for Graduand's photo should be plain – no pictures or patterns. In order to have uniformity in images, we would like for one of two backgrounds to be used. Details for their use are as follows:

- **White Background:** It is recommended that if using a white background that the subject be at least four (4) feet away from the background. This will help to separate the Graduand from the background – especially if the Graduand is in white or off-white. Also, this should cause the background to become a bit grey.
- **Grey Background:** We recommend a light grey background for the best results. It would be best if the grey background does not get darker than 60% as shown below.

NB: A dark gray or black background may only be used if the environment in the photo taken in is professionally lit.

Figure 1.2



How should the Graduands dress?

1. **Appearance:** This is your official graduation portrait. Ensure your appearance is one you will look back on fondly. We suggest you have a neat and tidy appearance overall and try to avoid hairstyles that will cover your face (especially your eye/s).
2. **Clothing:** It is recommended that dresses be white or off-white, of modest and sober cut, or white or off-white shirts with dark neckties and trousers. *Note: if desirable, a dark suit could also be worn.*
3. **Gowns:** **Gowns are not mandatory** for taking your graduation portrait; however, they will be made available to Graduands.

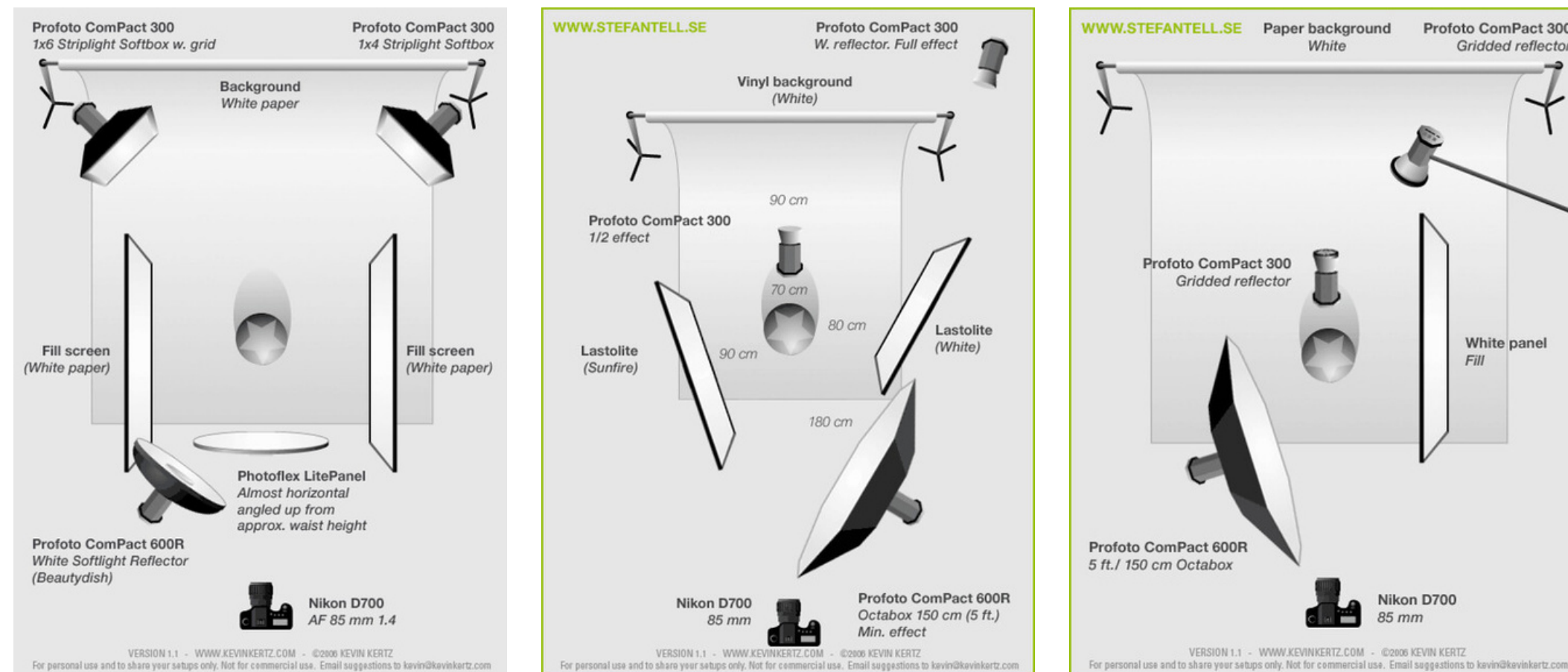


Figure 1.3 - The wearing of hats or head coverings, especially for religious or medical purposes is acceptable if your face is visible.

Lighting: Studio Scenario

For the best portraits, we recommend the simple three-point lighting setup. However, a two-point lighting setup is also effective. Both are shown below (sources identified in the images). And if you don't have the fancy photography gear, see slide for natural lighting.

Figure 1.4



Lighting: Natural (Daylight)

If there are no lighting kits available, then you can also take your portrait using natural light. Here are a few tips to ensure you get the best portrait possible:

- **If you are outdoors** – take the photograph between 6:00 am and 10:00 am or 3:00 pm and 6:00 pm for the best outcomes. Note: when the sun is high in the sky, there are (dark) shadows that appear below your eyes, nose, and chin that are difficult and time-consuming to get rid of in processing.
- **Do not use a camera flash pointed directly at your face** – this can result in losing features due to the exposure.
- **Ensure that the face is towards the brightest light source** (e.g., a window or a doorway) to ensure the best outcome.

Remember: keep the background simple and solid – no patterns or elements should be seen.



Figure 1.5 - A plain wall and a smartphone with a good camera can also do the trick. Just make sure that someone else is taking the photo, a selfie is not advisable.

Posing for your Convocation Portrait

While we would love for your personality to show in your convocation portraits, we would like some uniformity in the composition. The best show would be a “half-shot” where your face is towards the camera and your body is slightly turned away. See some examples below.

Figure 1.6



Tips - Posing for the Convocation Portrait

Here are some simple tips for posing:

- **Posture:**
 - Stand or sit with your back straight.
 - Shoulders squared (do not hunch over).
 - Keep your head straight/vertical.
 - Your face should always face the camera full-on or with a slight turn.
- **Glasses:** If you are wearing glasses, try to minimize the reflection in the glasses – we want to see your eyes.
- **Composition:** From above your head to your hips! Leave some space above your head and to the sides where your hands are. Also, try to have the bottom of the image be around the middle of your hips – a medium shot. We will process the picture for composition once we receive them. *But it is recommended that the photo be at least 1080 x 1350 pixels (Instagram Portrait size) and submitted as a JPEG, GIF, PNG.*

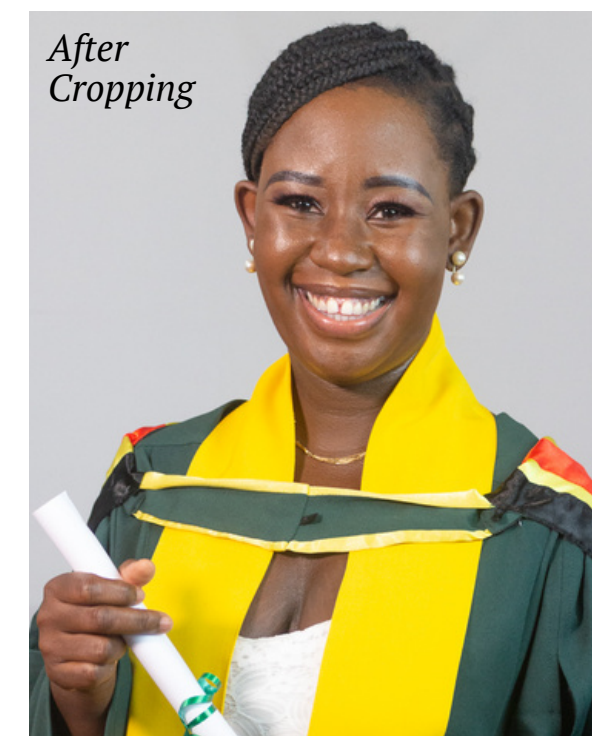


Figure 1.7 - The more space you leave in your photo the better for us to crop accordingly.

Focus is key!

For the most impact, the following areas should be the sharpest.

- **Face:** The face should be the most easily identified element of the photograph. In order to ensure this, it is recommended that the middle of the face be placed on the upper, horizontal third line (as demonstrated in the image to the right).
- **The sharpest point in the image should be the eyes** as this pulls viewers in and have the best effect.



Figure 1.8 - Using any grid (i.e. 3 x 3 or 4 x 3) any one of your devices would be ideal when taking the photograph.

Submissions of photos via SRMS

To avoid any misidentification in the Convocation Booklet, the University has decided once again to have Graduates submit their photographs via SRMS. This interface will, therefore, only be available to those graduates who are eligible to access the Convocation link successfully. The interface will be accessible irrespective of the status of a graduate's attendance at the convocation or invoice payment status.

Deadline for photographs submissions:

- Friday, November 3, 2023 (Virtual Graduands)
- Saturday, December 2, 2023 (Physical Graduands)

Our multimedia team will check to ensure the submitted photograph meets the requirements and will give the necessary approval. If the photograph does not meet the requirements, then the student will be notified and allowed the opportunity to resubmit. You are allowed three attempts, and if the third attempt is unsuccessful, you will be directed to have further discussions with a staff member via email (**our email address: graduation.decc@uog.edu.gy**) or telephone conversation.



Figure 1.9 - If a Graduand misses the deadline to submit their photograph, a placeholder image will be used in the Convocation Booklet instead.



© 2023

Department of Events, Conferences, and
Communication (DECC)
Office of the Vice-Chancellor,
University of Guyana