UNIVERSITY of GUYANA

DECC

PHOTOGRAPHY GUIDELINES

for Photographers and the University of Guyana Graduands (Class of 2026)



PRODUCED BY:

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

The “Photography Guidelines – for Photographers and the University of Guyana Graduands” acts as a simple guide to ensure that there is synchronization across across all photographer and student submissions to create the 2026 Convocation Booklet.

The University of Guyana will be hosting the 60th Convocation for Graduands of the Class of 2026 in November, 2026.

To ensure we symbolically capture this convocation and document its key aspect in the latest issue of the Convocation Booklet, i.e. the presentation of Graduands, we aim to create a mini profile for each Graduand (each Graduand's photograph will be accompanied by their academic achievement and full name).

~ Production Team, 60th Convocation
(DECC – CCS –LRC – PACE)

Figure 1.1

DISTINCTION



LAST NAME,
First

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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.

- **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 requirement will allow for the background to appear grey in the photograph, thereby creating a distinction, between the foreground (in which the graduand is standing) and the background.

- **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 which the photo is to be taken in is professionally lit.

Figure 1.2



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How should 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/suits/shirts be white or off-white, of modest and sober cut.

3. For males, or white or off-white shirts with dark neckties and trousers. Note: if desirous, a dark suit could also be worn.

Gowns: **Gowns are not mandatory** for taking your graduation portrait; however, they will be made available to Graduands.



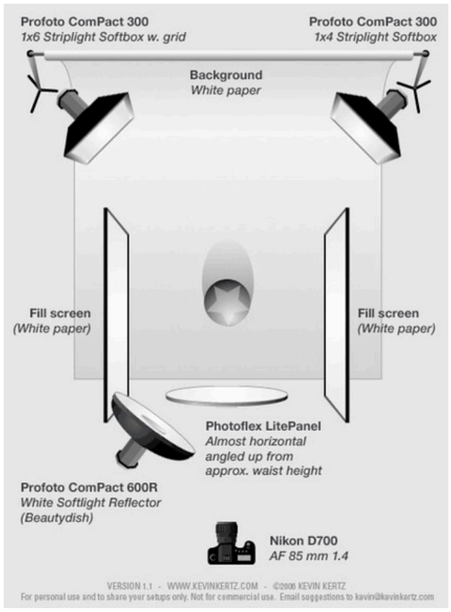
Figure 1.3 - The wearing of hats or head coverings, especially for religious or medical purposes is acceptable if your face is visible.

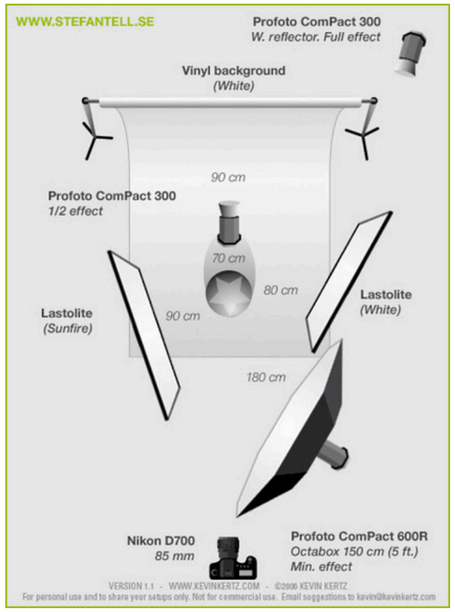
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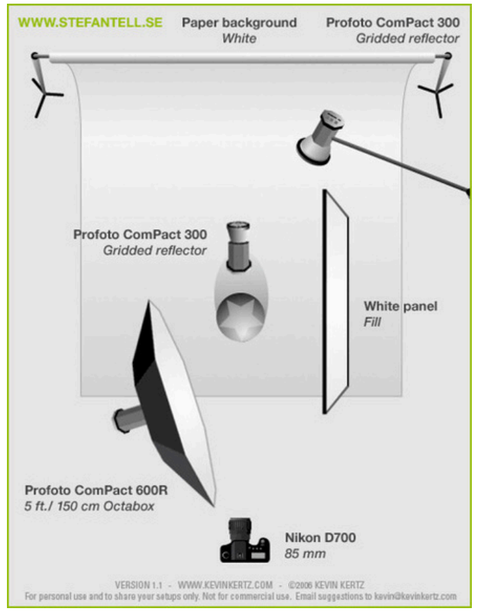
Lighting: Studio Scenario

For the best portraits, we recommend the simple three-point lighting setup. However, a two-point lighting setup is also effective. Both options are shown below (sources identified in the images). If you do not have high-tech gears, you can still achieve quality shots by using natural lighting. Please see the next see slide on how to achieve this.

Figure 1.4







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Lighting: Natural (Daylight)

Natural lighting can be optimized to get quality shots. Here are a few tips to ensure you get the best portrait possible when using natural lighting:

- **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 point the camera flash directly at the face. To do otherwise will result in a shot that diminishes the facial features.**

- **Ensure that your face is pointed directly 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.

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Posing for your Convocation Portrait

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

Figure 1.6



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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 and cannot remove them, try to minimize the reflection in the glasses – we want to see your eyes.

- **Composition:** Leave some space above your head and to the sides where your hands are. Also, try to ensure that the bottom of your image ends at the mid-section of your hips. – a medium shot. We will process the picture for composition once we receive it. Recommendation: The *photo should 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.

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Focus is Key!

The following areas of the face should be the sharpest:

- **Face:** The face should be the most easily identified element of the photograph. To ensure this, place the middle of the face 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 has the best effect on the appearance of the image.



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.

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Submissions of Photos via SRMS

To avoid misidentification in the Convocation Booklet, the University has again decided 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 a graduate's attendance status at the convocation or invoice payment status.

Deadline for photograph submissions:

- Thursday, December 10, 2026

Our technical team will check to ensure the submitted photograph meets the requirements and will give the necessary approval. If the picture does not meet the criteria, the student will be notified and allowed to resubmit using the same portal.

We will not acknowledge photograph submissions by email; submissions must be made through the portal.

No AI submission will be accepted.



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

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