

HOWARD UNIVERSITY

Office of the President

MEMORANDUM

TO: Executive Cabinet, Deans, and Directors

FROM: President Sidney A. Ribeau *S. Ribeau*

SUBJECT: 16th Presidential Inauguration

DATE: April 7, 2009

Please be informed that the 16th Presidential Inauguration Convocation will be held at **10:00 a.m.** on Friday, April 17, 2009, in Burr Gymnasium.

The Convocation will begin with an academic procession in which members of the faculty, deans, and executive administrative officers are expected to participate, attired in appropriate academic costume. Members of the platform party are requested to assemble at Burr Gymnasium, first floor level, northwest corridor next to the Media Room. Members of the faculty and other participants are requested to assemble in the lower level, northwest corridor of Burr Gymnasium by **8:30 a.m.** to prepare for the academic procession.

Classes will be suspended, wherever practicable, on Friday, April 17, 2009, between 10:00 a.m. and 1:00 p.m., in conjunction with this historic occasion.

It is the responsibility of each addressee to ensure further distribution of this memorandum to all supervisory personnel within his or her area of responsibility.

