



# ***AWARDS CEREMONY***

**DIOMED ROOM  
THE DUCHESS'S STAND  
EPSOM DOWNS RACECOURSE**

**Friday 12 February 2010  
at 2.15pm**

# ***BRIEFING NOTES***

**Please deal with GOWNING straight away**

## TICKETS

GUEST tickets for the Award Ceremony on 12<sup>th</sup> February 2010 will be posted separately and should arrive about 10 days before the ceremony.

GRADUAND tickets will need to be collected from the Registration Desk on Level 1 of The Duchess's Stand at Epsom Downs Racecourse on the day of the Ceremony.

## GOWNING FORM - *immediate action required!*

Enclosed is gowning reservation information. This needs to be dealt with **as soon as possible, but in any event before the end of December 2009**. Please follow the instructions carefully, providing all relevant details either via the Internet or by phone, making payment either by credit/debit card. **You must remember** to bring your order confirmation (print out a copy if ordering via the Internet) or bring your confirmation receipt with you on the day, in order to claim the correct gown.

## REGISTRATION

EARLY REGISTRATION is strongly advised. The Registration Desk will be open on Level 1 of the Duchess's Stand from 11.30 a.m. Please enter the building through the doors of Entrance No. 2. **You MUST register by 1 p.m. at the latest or you will not be able to join your colleagues for the presentation on stage.** If you are travelling a long way, please allocate extra time to allow for unforeseen problems.

You will then be directed to the Gowning Area where you will need to present your seat ticket **AND** your receipt from Ede & Ravenscroft in order to receive your gown. Please note that **your gown must be returned by 5 p.m.**

*Please do not go directly to gowning even if you are late - you will not be given your gown if you are unable to show your ticket.*

## PHOTOGRAPHY

From here you will be able to proceed to the Photographers. A leaflet is enclosed detailing the Photographer's services, which can include a photograph of you on the stage receiving your certificate. You will find this process quicker if you pre-pay for your photographs; please see the form for further information.

Although the photographers will be closed during the Ceremony, they will be available again afterwards for as long as required to meet the demand.

## TRAVEL

If travelling by car, please arrive through the Grandstand gates and park in the area to the left and rear of the Duchess's Stand. Parking is free. Nearby stations are Epsom Downs, Tattenham Corner, and Ewell East, but you will need to book a taxi (e.g. Epsom Cabs & Cars 01372 739090) as there is no taxi rank at these stations. The Holiday Inn Express, Langley Vale Road, Epsom, is available for those wishing to stay overnight in the area ([www.hiexpressepsom.co.uk](http://www.hiexpressepsom.co.uk)).

## REFRESHMENTS

We strongly suggest that you and your guests arrive early to register, collect your gown and get your photographs taken. Please note there is no food outlet in the Grandstand, but there are several excellent pubs in the area well known for their friendly atmosphere and interesting menus (Derby Arms 01372 722330; Rubbing House 01372 745050; Tattenham Corner Beefeater 01737 351454).

**Do please ensure that you leave enough time to get back and robe for the Ceremony by 1.15 p.m. at the latest as all participants must be seated by 1.45 p.m.**

After the Ceremony, you will be able to join your guests, tutors and colleagues for Refreshments which will be served in the Lammtarra Room, adjacent to the Diomed Room.

## ORDER OF PRESENTATION

Stewards will indicate when you should go on stage for your presentation. To enable a smooth and rapid flow we would ask you to please proceed quickly across the stage and follow instructions from the stewards to return quietly to your seat. Following the ceremony, the Academic Staff will leave the stage in procession and you will then follow them out as directed by stewards.

**IN DEFERENCE TO THOSE GRADUANDS WHO HAVE STILL TO BE PRESENTED, WE REQUEST THAT YOU AND YOUR GUESTS REMAIN IN YOUR SEATS IN THE HALL UNTIL THE END OF THE CEREMONY.**

We hope you will enjoy the Ceremony to acknowledge your achievement and that the day will be one you will remember with pride. If you have any queries about the arrangements, or difficulties, please use the telephone number given below for advice and assistance.

**Peta Hargreaves: Tel - 020 8394 3342**

Email – [phargreaves@nescot.ac.uk](mailto:phargreaves@nescot.ac.uk)

Please do not contact Epsom Downs Racecourse, as they are unable to pass on messages.

# DON'T FORGET!!

- TO ARRIVE IN PLENTY OF TIME FOR REGISTRATION
- TO BRING YOUR GOWN ACKNOWLEDGEMENT WITH YOU
- TO ENSURE YOUR GUESTS REMEMBER THEIR TICKETS
- TO RETAIN THIS LEAFLET - AS YOU WILL NEED TO READ IT AGAIN NEARER THE TIME OF THE CEREMONY!

*Thank You*

