

Award Ceremonies 2019

Information for Graduates – please read carefully

When to arrive and key info

- You **must** arrive at least an hour before the ceremony starts to allow yourself sufficient time to register and collect your robes.
- The ceremony will be followed by a reception with light refreshments.

Getting to the Royal Festival Hall (Southbank Centre)

- Visit <http://www.southbankcentre.co.uk/visitor-info/parking> for comprehensive instructions on how to get to the Southbank Centre. It is within easy walking distance of Waterloo rail and Underground station (Jubilee, Bakerloo, Northern and Waterloo and City Lines) and Embankment (Circle and District lines). Buses stop on Waterloo Bridge, in York Road and in Stamford Street.
- If you're driving, this link also contains information on parking at the Southbank Centre. There is a limited amount of first-come, first-served free disabled parking available.

Security arrangements

- There will be bag searches in operation at all entrances to the Royal Festival Hall, as well as random spot checks of rucksacks and laptop bags, within the building. Larger bags must be placed in the cloakroom. To avoid congestion at entrances, please bring the minimum amount with you.
- For everyone's safety and security, please ensure you take care of all your property and don't leave items unattended.

Tickets

- When you arrive at the Royal Festival Hall you will be directed to the registration desks on the lower ground floor to collect your own ticket and any guest tickets.

Robes

- Marshals will direct you to the robing area on the ground floor. Please bring your robe registration reference number with you so your gown may be located quickly. This was sent when you booked your gown with Ede & Ravenscroft. If you don't have this, you will be directed to a separate queue. If you have not pre-ordered your gown you will be directed to where you can hire one.
- No one will be allowed onto the platform without a robe.
- If you have not worn academic dress before, please note the hood is heavy and secured at the front by a loop which is designed to fit over the button of a shirt or blouse. It may be useful to bring safety pins. You might also wish to bring hair grips to hold your mortar board (hat) in place
- Guests are not allowed in robing areas.
- Robes must be returned by 5.30pm at the latest.

Ceremony

- Your seat number will be printed on the left hand side of your ticket. You may not swap seats with anyone as your position is important.
- On the reverse of the ticket will be your name and course. Bring this ticket with you when the marshals call you to the platform and hand it to the person announcing graduates. This will ensure your name is read out as you walk across the platform.
- After you have been presented, the marshals will guide you back to your seat.
- If you arrive late, un-robed, or sit in the wrong seat, we cannot guarantee you will be allowed onto the platform to be presented.
- Graduates must not bring personal belongings (including mobiles) into the auditorium – please leave them in the cloakroom on the lower ground floor, or give them to your guests.
- As you will not have your mobile with you, please arrange in advance where to meet after the ceremony as you may not necessarily exit from the same doors as your guests.

Children

- We welcome families at the ceremony, but please note there are no crèche facilities available at the Royal Festival Hall. Children must be accompanied by an adult guest throughout the building.
- If you have told us you are bringing children as part of your party, where possible, we will seat your guests close to the exit, so they can take them out of the ceremony if they become unsettled.
- As graduates and guests are seated in separate areas of the auditorium, it will not be possible for you to sit with your children.
- Prams and buggies cannot be taken into the auditorium, but can be stored in the cloakroom on the lower ground floor (level 1).

Marshals

- Throughout the day, marshals will be there to help, so please ask for assistance. If you or your guests have access requirements, please identify yourself to marshals on arrival so they can offer their best support.

Reception

- You and your guests are invited to a reception with light refreshments following the ceremony. Marshals will direct you to the reception areas which can be found outside the auditorium. Your guests should attend the reception nearest to where they exit the auditorium.

Certificates

- Where possible, you should be able to collect your certificate after you have crossed the stage. However, if you completed a qualification in the winter you may have already been issued with your certificate and you will be directed back to your seat and will not receive any documentation.
- Although every effort will be made to have all certificates prepared, in any case where this is not possible, certificates will be sent to the address you nominated when you registered for graduation.
- It is your responsibility to take care of your certificate. Reprints will cost £50.

Photographs and merchandise

- Your guests may take still photographs during the ceremony, but only with hand-held cameras and from their seats. The taking of private videos is not allowed in the auditorium.
- There will be official photographs of the ceremonies and signs will direct you to the photographers. You can have your photos taken both prior to and after the ceremony. We recommend booking your photography in advance of the ceremony to ease congestion on the day. For further information visit <https://www.edeandravenscroft.com/graduation-services/photography/>
- A USB or DVD of the graduation ceremony will be available to purchase, as are T shirts, hoodies and other graduation merchandise.

Use of the building

- Because of the very large numbers of people in the building, we plan the movement of graduates and their guests so that congestion is minimised and traffic flow maintained.
- Please keep all landings and areas at the bottom of staircases clear at all times.
- As with all public buildings, smoking is not allowed anywhere within the Royal Festival Hall.

Live streaming and social media

- Family and friends of students graduating this year will be able to watch their graduation ceremony live on the internet. Online streaming of the ceremonies allows a worldwide audience to share in this special occasion.
- If you have family and friends who cannot make the ceremony – please have them join us virtually by visiting <http://www.arts.ac.uk/study-at-ual/graduation/on-the-day-of-your-graduation/>. The broadcast will commence at the start of the ceremony.
- You can share your photographs and memories by using our official hashtag #UALGrads or follow the action via our social media accounts: Facebook - @UniversityoftheArtsLondon, Instagram - @unioftheartslondon, and Twitter - @UAL.

Enjoy your day!