Overview
The winter ceremonies take place in the Windsor Building with the reception taking place after the ceremony in Founder’s Dining Hall and Picture Gallery. The presentation of graduands takes place in the Auditorium, Graduands need to register and pick up their red name card at the reception desk in the Windsor building. Once they have registered, they then collect their gown upstairs from Windsor 102/3.

The procession assembles in the staff Room for light refreshments, gowning and to be organised into the order of procession (Win 005).

All staff, guests and graduands will be asked to make their way to their venues 40 minutes before the ceremony is due to begin. This will be announced by the Fanfare guards who will play in the Windsor foyer.

Key information - Winter 2023
- Graduands will be sat in the auditorium for most of the ceremony. Graduands will assemble in 002/003 before being called forward to process. Once they have been presented to the Presiding Officer, they will then take a seat in the auditorium.
- Due to the success of the student oration in Summer, we have invited all eligible graduands to apply to become a student orator for Winter 2023.
- The programme will be digital, guests and graduands will be asked to download the programme via a QR code. This will be displayed in the venue and foyer on the day. QR code will also be uploaded to the intranet pages ahead of graduation.
- All guests will be required to wear a wristband to gain entry to ticketed spaces. Graduands will receive the wristbands for their guests at registration.
- Receptions will be held in the Founder’s Dining Hall, for the larger ceremonies a secondary reception will take place in the Picture Gallery.
- When a secondary reception location is required, the location and allocations will be published on the intranet pages ahead of graduation. This information will be found on a dedicated intranet page where students can download the programme and campus map.

How do staff book to attend graduation?
- Hiring a gown is also a request to attend graduation.
- We will ask staff (via direct email) to book their gown. We will use the gown hire report to create the registration lists on the day. We ask staff to only select the ceremonies they will be attending.
- Please note spaces are limited (up to 20 seats) and are allocated on a first come first served basis.
- Please can we ask all booking are made on the Ede and Ravenscroft Website before November 17
- The graduation team will book the gowns for Orators and Executive deans of the schools*

To confirm your attendance and book your gown:
1. Log on to the system at HERE.
2. Click on ‘My attendance & hire’ (top left-hand corner)
3. Edit ‘Personal details’ and ensure details are correct. Click ‘update’.
4. Edit ‘Gown summary,’ check details are correct or add/amend the requested information. Click ‘update’.
5. You should now be able to select the ceremonies you wish to attend by time and date. Click ‘Submit’.
6. Log out (top right-hand of screen)
7. Should you not have a log in please do email the graduation-ceremonies@rhul.ac.uk inbox and they will set you up as a new user.

Backups
Please can we ask you to let us know who your back up will be should you be unable to make it on the day

Prizes
Please can we ask you to send the list of prizes from your department no later than November 17 to allow us time to add them to the oration cards which are externally printed

Briefing Session
We will be sending calendar invites for the Winter graduation 2023 briefing sessions early November. Please find the time and date of your session below

<table>
<thead>
<tr>
<th>Location</th>
<th>Briefing Date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Teams</td>
<td>22 November 2-3pm</td>
</tr>
<tr>
<td>Windsor Building Auditorium</td>
<td>11 December 9-9.30 am</td>
</tr>
</tbody>
</table>

Event Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 minutes prior to ceremony start time</td>
<td>Please collect your gown from the first floor of the Windsor Building room 102/103. Gowning will be open 90 minutes before the first ceremony of the day. Please can we ask that all staff are in 005 at least 30 minutes before the start of the ceremony. Please note HoD/orators will be part of the platform party and sit on the front row.</td>
</tr>
<tr>
<td>10-15 minutes prior to ceremony start time</td>
<td>The team will start to line you up in the correct order and provide a final briefing.</td>
</tr>
<tr>
<td>Ceremony Start Time</td>
<td>Fanfare will play, string Quartet will begin, the ceremony timing Manager will cue the bedels to start the procession Doors will open and the procession will start HoDs will be assigned a seat on the front row, the seat will be marked with HoD label. Please find the procession and recession list below</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>During the ceremony</td>
<td>When it is time for the presentation of the graduands, you will be called to the lectern. Please read from the script and start the oration. Once you have completed the oration you will take your seat on the stage. Should you have more than one department per ceremony, at the end of your oration you will announce the next department and the orator before taking your seat on the stage (where you will remain for the duration of the ceremony). NB Student oration will follow on from the presentation of the graduands.</td>
</tr>
<tr>
<td>End of Ceremony - Recession</td>
<td>The presiding officer will invite you to stand for the recession. Mace Bearer will make their way to the mace table. The fanfare guards will then play followed by the quartet. This is the cue for the Mace bearer to lead the Recession (order below) out the Auditorium.</td>
</tr>
</tbody>
</table>

**Procession Route**

- Guest Seating
- Mace table
- Platform Party
- Academic Seating
- Windsor 002-03
- Windsor 004
- Windsor 005
**Procession and Recession order**

<table>
<thead>
<tr>
<th>Procession</th>
<th>Recession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedels</td>
<td>Mace Bearer</td>
</tr>
<tr>
<td>Staff procession</td>
<td>Presiding officer</td>
</tr>
<tr>
<td>Stage Manager</td>
<td>Council Member</td>
</tr>
<tr>
<td>SU Representative</td>
<td>Exec Dean</td>
</tr>
<tr>
<td>HoD/ orator</td>
<td>HoD/ orator</td>
</tr>
<tr>
<td>Exec Dean</td>
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<td>Presiding officer</td>
<td>Bedels</td>
</tr>
</tbody>
</table>

**Oration**

- Read your opening statement from the Script and then read the red name cards handed to you by the Stage Manager.
- The next card will not be handed to you until after the previous student has been presented to the Presiding officer. This allows for filming and photographs to be taken of each student being presented, therefore, please do not rush the Stage Manager (the Stage Manager will control the flow of student).
- During oration you will also receive blue and green cards.
  - The blue card will announce the change of award IE MA to PhD
  - The green card will be handed to you to signal the end of your department. Once you have read the green card, doff your hat to the presiding officer and take your seat on the stage.
- At the end of the ceremony, you will join the recession to lead the guests out of the venue.

**Things to Note**

- Each red card will have the graduands name, phonetic spelling.
- Students awarded departmental prizes will have these listed on their red cards. Please can we ask you to read the Prize before the name.
- Post Graduate Research students will have their thesis title and supervisor on their red card. Please read both of these before the student’s name.
- We will populate the MS teams channel ahead of the ceremony with all the above information.
Departmental photos

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td>South Quad steps</td>
</tr>
<tr>
<td>12.30pm</td>
<td>South Quad steps</td>
</tr>
<tr>
<td>3pm</td>
<td>Windsor Auditorium</td>
</tr>
</tbody>
</table>

Dry Weather 10am & 12.30pm ceremonies

- The recession will make their way across Founder’s Square, round the south side of the Founder’s building and into South Quad via the South tower (step free access route)
- Photographs will then take place on the steps followed by the receptions in either the Founders Dinning Hall or Picture Gallery.

Wet Weather and 3pm ceremonies

- Recession will finish in the Windsor Foyer
- Academics will be asked to join the graduates in room Win 002/003
- Photos will then take place in the Windsor Auditorium
- Guests will be asked to leave the Auditorium and wait for the graduates to finish the photos.
- They will then make their way to the receptions

Reception venues

- Receptions will take place in the Founder’s Dining Hall. For larger ceremonies, we will also use the Picture Gallery
- For larger ceremonies
  - Receptions will be divided by department, when there is only one department, we will work with the school to make a logical division.
  - As the Founder’s Dinning Hall is larger than the Picture Gallery, we will assign the department with the highest number of registrations to the FDH.
  - The breakdown will be added to the Teams channel once the booking site closes
- Reception information will be made available on the staff intranet page and on the student intranet pages.

After the receptions

- Please ensure your gown is returned to Windsor 102/103 at the end of the day
- Please can we ask that you retrieve all personal belongings out of Windsor 005 by 5.30pm