The Procession - Briefing - Winter 2023

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 to book your attendance and gown
• Hiring your gown is also your request to attend graduation.
• We will use the gown hire report to create the registration lists on the day. Please can we ask you to only select the ceremonies you will be attending.
• Please note spaces are limited 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
• If you have your own gown, please do still confirm your attendance on the website.

To confirm your attendance and book your gown:
1. Log on to the system at https://www.enet.uk.net/
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’. Please note the 8am ceremony on day one is for support staff not in the procession.
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.

**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>
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<tbody>
<tr>
<td>MS Teams</td>
<td>23 November 11-12pm</td>
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</table>

**Event Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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</table>
| 40 – 45 minutes prior to ceremony start time | Please collect your gown from 102/103 and make your way to 005  
Refreshments will be provided  
Please do let the team know when you arrive. |
| 10 minutes prior to ceremony start time   | A member of the wellbeing team will start to line up the  
Academic Procession in the Windsor Foyer  
You will be given further instructions before the Academic  
Procession commences. |
| Ceremony Start Time                      | The Fanfare will play, followed by the quartet. This will announce  
the start of the procession. Please follow your bedels |
| End of Ceremony - Recession              | Presiding officer will ask to stand for the recession. Guards play a  
fanfare, quartet start to play. Mace Bearer will lead the  
Recession (order below) out the Auditorium. |

**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>
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<tr>
<td>SU Representative</td>
<td>Exec Dean</td>
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<tr>
<td>HoD/orator</td>
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**Procession route**

![Procession route diagram]

**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>

**Departmental photos will take place before the receptions**

**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 (Please note you will be led by a member of the student engagement team). Department 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 whilst the guests leave the auditorium.
Photos will then take place in the Windsor Auditorium
Graduates will then join their guests in the foyer before making their own way over to the reception venues.
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.