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 wrist bands 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.

**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>21 November 11-12pm</td>
</tr>
</tbody>
</table>

**Registration x3**

- Please can we ask you to register graduands and mark them as attended
- Give any uncollected red name cards to the Win 002 Manager
• If a card is missing, please ask the student to go to the queries desk in the Windsor foyer. This is more than likely one of the below reasons.
  o Debtors’ cards are removed
  o Those who have not booked to attend

Registration lists

• Registration lists will be on the Winter Graduation 2023- registration teams’ channel. This will be shared ahead of the ceremonies. Please can I ask you to check you have access to these before your shift.
• Like in Summer, you will not need to ask the graduates if they would like to stay in touch with RHUL Alumni team as this has been asked during the online booking period.

Wrist bands

• For Winter ceremonies we will be issuing wrist bands to our graduands during registration.
• Guests will need to show the wrist bands to gain entry to the Windsor Aud and reception spaces. This will prevent graduands printing off duplicate tickets and will (hopefully) ease the seating of guests.
• Wrist bands are for **guests only. Graduands do not need a wrist band**
• On the bottom left-hand corner of the red registration cards, you will see a number. This is the number of tickets they have booked. They will need one wristband per ticket. Please can we ask you to hand these out. Please note the below colours for each ceremony.

<table>
<thead>
<tr>
<th>Time</th>
<th>Wristband</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td>Orange</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Purple</td>
</tr>
<tr>
<td>3pm</td>
<td>Black</td>
</tr>
</tbody>
</table>

• For any challenges/ questions about tickets and wristbands please direct them to the queries desk in the Windsor Foyer

Debtors

• Those with a debt will not have a red card. Please direct these students to the student engagement queries desk.

Guests without tickets

• Guest will be directed to Crosslands or EWD to watch the live stream. Alternatively, they can watch the ceremony on personal devices.
• Guests without tickets are more than welcome to take part in the photographs but they will not be able to join the graduands in the ceremony space or the receptions.