Volunteer Guide

Commemoration Day – Wednesday 19 October
Graduation Day – Thursday 20 October
Thank you for volunteering at the October 2022 graduation ceremonies. This will be a fantastic week with over 12,000 people on campus celebrating the achievements of our graduands.

We are very grateful to you for helping us make graduation a success and we hope that you have a great experience.

This guide sets out the schedule for each day, provides answers to common questions from graduands and their guests and includes a handy campus map.

If there’s a question that isn’t answered in this guide, speak to your team leader or get in touch with the graduation volunteer coordinator – you can find their contact details on the last page of this booklet.
Important information

On the day, graduands will need to...

1. Register and collect their envelopes from the Junior Common Room, Sherfield Building.

2. Collect their gown before their ceremony from the Senior Common Room, Sherfield Building.

3. Arrive at the Royal Albert Hall in plenty of time for their ceremony. We recommend arriving at the Royal Albert Hall at least 45 minutes before the ceremony commences.

There can often be queues at gowning, ticket collection and outside the Royal Albert Hall. Graduands should be encouraged to do these three things as soon as they can during their time slot.

Each graduand should have the following with them:

- CID number
- Photographic ID
- Registration confirmation email (includes QR code)
- Collection reference email for their gown

Graduands must not change seats in the ceremony unless asked to do so by a member of the Registry team inside the Royal Albert Hall. Members of this team will be wearing blue gowns.

**Commemoration Day, Wednesday 19 October**

10.00: Faculty of Engineering
14.00: Faculty of Medicine
17.30: Faculty of Natural Sciences

**Graduation Day, Thursday 20 October 2022**

10.00: Faculty of Natural Sciences, Faculty of Medicine, Centre for Higher Education Research and Scholarship, and Centre for Languages, Culture and Communication
13.00: Imperial College Business School
16.00: Faculty of Engineering

**Security checks**

Enhanced security and bag checks are in operation at the Royal Albert Hall. Graduands should be aware that they might need to queue at the Royal Albert Hall.
Registration

Where
Junior Common Room, Sherfield Building

When
Wednesday 19 October
07.00–09.00: Faculty of Engineering
11.00–13.00: Faculty of Medicine
14.30–16.30: Faculty of Natural Sciences

Thursday 20 October
07.30–09:00: Faculty of Natural Sciences, Faculty of Medicine, and Centre for Languages, Culture and Communication
10.30–12.00: Imperial College Business School
13.30–15.00: Faculty of Engineering

Tickets/Passes

1. Registration QR code
All graduands registered to attend graduation will have received a confirmation email containing a QR code. Graduands can search their inbox for this email from the email address: imperial-college@idloom.events.
The QR code is scanned at the Junior Common Room to register their attendance and the same QR code is scanned at the door of receptions for graduands and guests.

2. Royal Albert Hall e-ticket
Both graduand and guest e-tickets are issued via email two weeks prior to graduation day. Graduands can search their inbox for these e-tickets from the email address: e-tickets@royalalberthall.com

Cloakroom
Cloakroom facilities will be available for luggage only in H008A and H008B, Sherfield Building.

Late registration and enquiries
Graduands who arrive after registration has closed for their ceremony, should be directed to the Information desk, Junior Common Room. Graduands can then be registered and collect their gown.

If they are going to miss the start of their ceremony, they will then be directed to Door 6, Royal Albert Hall.
Gowning

Academic dress is compulsory for all graduands. Gowns are available to hire directly from Ede & Ravenscroft. Direct all graduand gown enquiries to Ede & Ravenscroft in the Senior Common Room, Sherfield Building.

Graduands
Senior Common Room, Sherfield Building

Staff
Imperial College Student Union, Beit Quad

Wednesday 19 October
07.00–09.00: Faculty of Engineering
11.00–13.00: Faculty of Medicine
14.30–16.30: Faculty of Natural Sciences

Thursday 20 October
07.30–09.00: Faculty of Natural Sciences, Faculty of Medicine, Centre for Higher Education Research and Scholarship, and Centre for Languages, Culture and Communication
10.30–12.00: Imperial College Business School
13.30–15.00: Faculty of Engineering
Buildings

B2 Business School
B2 City and Guilds Building
B2 Dalby Court
A2 Sherfield Building (West)
A1 Queen’s Tower Room
A1 Photography
A1 Cash machine
A2 Main Reception
A3 Queen’s Lawn
A3 Sherfield Building
B1 Royal Albert Hall
B1 Imperial College Union Shop
B2 Junior Common Room
B2 Royal School of Mines
B2 Sherfield Building (East)
B3 Sir Alexander Fleming Building

For more information about the accessibility of our buildings search Imperial College London at www.accessable.co.uk

Key

 Visitor reception
 Chaplaincy Multi-Faith Centre
 Imperial College Union Shop
 Food and drink
 Internal route
 Building entrance
 Building entrance/exit via steps only
 Campus shuttle pick-up/drop-off point
 Health Centre
 Underground station
 Vehicle entrance
 Cycle hire
 Bus stop
## Department receptions

Receptions begin immediately after each ceremony ends and last approximately 90 minutes.

To access their departmental reception, graduands must present their QR code to staff at the venue. This QR code will gain access for themselves and the guests they purchased passes for. Departmental reception passes are not available to purchase on the day.

### Commemoration Day, Wednesday 19 October

#### 12.30: Faculty of Engineering

<table>
<thead>
<tr>
<th>Reception</th>
<th>Venue/Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing, Civil and Environmental Engineering</td>
<td>Sir Alexander Fleming Building Foyer and Rooms</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>Great Hall</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Skempton Boss space</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>City and Guilds Building Foyer</td>
</tr>
<tr>
<td>Dyson School of Design Engineering</td>
<td>College Main Entrance</td>
</tr>
<tr>
<td>Earth Science and Engineering, Materials</td>
<td>Royal School of Mines 301 C, D, E</td>
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</tbody>
</table>

#### 16.00: Faculty of Medicine

<table>
<thead>
<tr>
<th>Reception</th>
<th>Venue/Building</th>
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</thead>
<tbody>
<tr>
<td>MBBS</td>
<td>Sir Alexander Fleming Building Foyer and Rooms</td>
</tr>
<tr>
<td>iBSc: Anaesthesia and Critical Care, Cancer Frontiers, Cardiovascular Sciences, Remote Medicine, Surgical Design, Technology and Innovation, and Translational Respiratory Medicine</td>
<td>Great Hall</td>
</tr>
<tr>
<td>BSc</td>
<td>City and Guilds Building Foyer</td>
</tr>
<tr>
<td>Business School (Joint Honours and Intercalated BSc)</td>
<td>College Main Entrance</td>
</tr>
<tr>
<td>iBSc: Management, Endocrinology, Gastroenterology and Hepatology, Global Health, Haematology, Humanities, Philosophy and Law, Immunity and Infection, Neuroscience and Mental Health, Pharmacology, and Reproductive and Developmental Sciences</td>
<td>Prince’s Gardens Marquee</td>
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19.30: Faculty of Natural Sciences

<table>
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<tr>
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<tbody>
<tr>
<td>Life Sciences</td>
<td>Sir Alexander Fleming Building Foyer and Rooms</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Great Hall</td>
</tr>
<tr>
<td>Chemistry</td>
<td>City and Guilds Building Foyer</td>
</tr>
<tr>
<td>Physics</td>
<td>Prince’s Gardens Marquee</td>
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</tbody>
</table>

Graduation Day, Thursday 20 October 2022

11.15: Faculty of Natural Sciences, Faculty of Medicine, and Centre for Languages, Culture and Communication

<table>
<thead>
<tr>
<th>Reception</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>Sir Alexander Fleming Building Foyer and Rooms</td>
</tr>
<tr>
<td>Natural Sciences, Centre for Languages, Culture and Communication</td>
<td>Prince’s Gardens Marquee</td>
</tr>
</tbody>
</table>

14.15: Imperial College Business School

<table>
<thead>
<tr>
<th>Reception</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>Great Hall</td>
</tr>
<tr>
<td>Finance, Management, Specialised, Doctoral</td>
<td>Prince’s Gardens Marquee</td>
</tr>
</tbody>
</table>

17.15: Faculty of Engineering

<table>
<thead>
<tr>
<th>Reception</th>
<th>Venue/Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautics, Civil and Environmental Engineering, Mechanical Engineering</td>
<td>Great Hall</td>
</tr>
<tr>
<td>Computing, Bioengineering, Chemical Engineering, Dyson School of Design Engineering, Earth Science and Engineering, Materials, Electrical and Electronic Engineering</td>
<td>Prince’s Gardens Marquee</td>
</tr>
</tbody>
</table>
Members of the Alumni Relations team will be available at a number of locations on graduation day. For details please refer to the map on pages 13–14.

**Graduation pin collection**

**Where**
Sherfield Building

**When**
During registration. Graduands must complete the alumni form included in their ticket envelope and return it to a member of the Alumni Relations team to receive their pin.

After 16.30, graduands can email alumni@imperial.ac.uk to request the pin by post.
Graduands can visit photography at any point during graduation day once they have collected their gown. Queues are likely, so graduands must ensure they have enough time to get to their ceremony.

Where
Queen’s Tower Rooms, Sherfield Building

When
07.00–21.00

Photo opportunities
Alongside formal photography, there are also opportunities for graduands and guests to take their own photographs on campus. Areas for photo opportunities at Dalby Court in front of the Faculty Building are marked on the campus map on pages 09–10.
Health and safety

First aid

South Kensington Campus
Dial 4444 from any College phone to contact Campus Security and give clear information about the incident. From a mobile, call +44 (0)20 7594 8910 or +44 (0)20 7589 1000 in an emergency. Do not call 999.

Royal Albert Hall
Please find a member of Royal Albert Hall staff for assistance. There is an in-house medical unit by Door 4.

Fire alarms and emergency evacuation

South Kensington Campus
Follow the instructions of your team leader and Campus Security. If asked, please assist in the evacuation of graduands and guests. Graduands and guests must not stop to collect belongings or re-enter buildings until the all clear is communicated.

Familiarise yourself with the emergency escape routes and fire safety notices in your area when you arrive at your assigned venue.

Royal Albert Hall
Follow the instructions of stewards and staff and leave the venue by whichever exit you are directed to. If asked, please assist in the evacuation of graduands and guests. Please ensure they do not stop to collect belongings.

Key contacts

Graduation volunteer coordinator, Josh Campbell
+44 (0)20 7594 6131

Campus Security
Dial 4444 from any College phone
From a mobile phone, call:
+44 (0)20 7594 8910
In an emergency, call:
+44 (0)20 7589 1000
If you have queries beyond the information provided, please contact Josh Campbell +44 (0)20 7594 6131