Volunteer guide

Commemoration Day, Wednesday 18 October 2023
This guide contains key information for graduation day.

Order of ceremonies
- **09.30** Faculty of Medicine
- **13.00**: Faculty of Natural Sciences
- **16.15**: Faculty of Engineering
- **20.00** Deferrals from all Faculties

Key locations
- **Graduand Registration**
  - Junior Common Room
- **Graduand Gowning**
  - Senior Common Room
- **Photography**
  - Skempton Building, South Kensington Campus

Important information
There are three steps graduands must complete:

1. Register and collect their graduation envelope from the Junior Common Room.
2. Collect their gown before their ceremony from the Senior Common Room.
3. Arrive at the Royal Albert Hall in plenty of time for their ceremony. They should arrive at the Royal Albert Hall at least 45 minutes before the ceremony commences.

**Graduand Registration Email**
Registration confirmation email (with QR) was sent to graduands on 09.10.2023 from Imperial-College@idloom.events.

This email contains a QR code which graduands should use to:
- Register on the day in the Junior Common Room
- Collect the gown in the Senior Common Room from Ede & Ravenscroft

- Access the Royal Albert Hall* and their seat number.
- Attend departmental reception venues with guests (separate ticket for graduand and guests)

*Guest ceremony tickets for the Royal Albert Hall were sent separately from e-tickets@royalalberthall.com

**Registration and gown collection**
Registration and gown collection will be open at the following times:
- **07.00–08.15**: Faculty of Medicine
- **10.15–11.45**: Faculty of Natural Sciences
- **13.00–14.30**: Faculty of Engineering
- **14.45–18.00**: Deferrals from all Faculties

**Arriving late**
Direct late graduands to the Information Desk in the Junior Common Room.

**On the day gown hire**
There is a limited number of gowns available to hire on the day. Direct all gowning inquiries to Ede & Ravenscroft in the Senior Common Room.

**Gown Drop off**
Gown must be returned to Ede & Ravenscroft in the Huxley Building Foyer by 22.00 on Graduation Day.

**Photography**
Photography will be available in Skempton Building, between 07.00–22.00. Graduands have been allocated photography attending slots, however they can visit photography at any time throughout the day. They should be reminded to leave enough time to get to their ceremony or department reception. Allocated photography time to each faculty.
- **Ceremony 1** 6.30-8.30
- **Ceremony 2** 10.00-12.00
- **Ceremony 3** 13.15-15.15
- **Ceremony 4** 18.30 - 19.30

**On-stage photography**: can be collected from Huxley Building Foyer, along with gown drop off.
**Photo opportunities**
- IMPERIAL letters: Dalby Court
- Congratulations backdrop: Dalby Court
- Floral display: College Main Entrance
- Queen’s Tower and Lions Queens Lawn
- Imperial Mascots: outside the Royal Albert Hall
- Steps outside the Royal Albert Hall

Graduands and guests can use #OurImperial to share photos and memories of graduation.

**Alumni Relations**
Graduands can visit the alumni stands in the level two foyer, Sherfield Building on Graduation Day to collect their graduation pins between 7.00 – 18.30.

Graduates should contact the alumni team by email after the day if they missed out on picking up their pin: alumni@imperial.ac.uk

www.imperial.ac.uk/alumni

**Ceremony live streaming**
Family and friends who can’t attend your ceremony can watch our live stream: www.imperial.ac.uk/graduation

**Other information**

**Children**
Guest ceremony tickets and guest reception passes must be purchased for any child of 2 years of age or older. Children under 16 years of age must be always accompanied by an adult whilst on the College’s South Kensington Campus, and by an adult guest of the relevant graduand whilst at the Royal Albert Hall.

Please note that it is not possible for a child to sit with a graduand at any time at the Royal Albert Hall.

**Guests**
Guests are not permitted in the registration and gowning area. Please direct them to wait on Queen’s Lawn or Dalby Court. Food and drink Outlets open on the day:

- **College Café** – 08.00-18.00
- **Library Café** – 07.00-22.00
- **Kokoro** (new HBar Outlet) – 11.00-21.00
- **Coffee Stalls** (Dalby Court & Dangoor Plaza) – 07.00-16.00
- **Pizza Stall** (Dalby Court) – 11.00-16.00
- **Taco Stall** (Dangoor Plaza) – 11.00-16.00
- **Blackett Café** – 07.30-16.00
- **Huxley Café** – 09.00-15.00
- **Chemistry Café** – 08.00-16.00

**Purchasing tickets on the day**
Almost all ceremonies are sold out, however, there are occasionally returns that can be purchased.

Please direct graduands and guests to Door 12, Royal Albert Hall, if they are looking to purchase additional ceremony tickets.

No reception tickets will be available for sale on the day.

**Imperial Souvenirs**
Imperial merchandise will be available to buy on Level 2 of the Sherfield Building from 08.00 until 17.00 and at the Royal Albert Hall by Door 6.

**Find out more about graduation**
For the key information for graduands please access the Graduation Guide here: Graduation Guide | Imperial students | Imperial College London

On stage photography can be collected from Ethos Prince’s Gardens Useful map to help you navigate around the campus

Commonly asked questions Frequently asked questions | Imperial students | Imperial College London

**Contact on the day**
Steph Boulter (Volunteers Team Leader, College Main Entrance) – 07583381511
Joanna Stachowicz (Registration team Leader, Junior Common Room) - 07566950960
Ellie Rimmer (Receptions Team leader) 020 7594 2416

Security control on 020 7589 1000 (or 4444 from a college phone)
http://www.imperial.ac.uk/graduation
Receptions timings and venue

Receptions take place at various locations across the South Kensington campus and last approximately 90 minutes. Please note that passes for departmental receptions are purchased in advance and cannot be bought on the day.

Joint honors students will have been given the option to attend multiple departmental receptions. Tickets for these will also have been purchased in advance.
Accessibility

We want to ensure all graduands have the best experience possible as they celebrate their graduation.

The Royal Albert Hall is wheelchair accessible and has hearing loop capability. If graduands or guests attending have any accessibility queries for the Royal Albert Hall, they can be directed to the Royal Albert Hall team at Door 12.

We also have step-free access across the South Kensington campus, and we have included a map of step-free routes below. We will also have information desks based at the College Main Entrance and outside the Junior Common Room to field any questions from graduands and guests.

Accessibility

There will be an Accessibility & Support stand on the day located in the Junior Common Room. Please direct graduands there if they have any questions or concerns on the day.