

**2014 UCL GRADUATION CEREMONIES
AUGUST/SEPTEMBER
ACCESS GUIDE**

(Version 1 – February 2014)



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Your graduation ceremony and reception will be held in a purpose built structure in **Bedford Square Garden**.

All pre-ceremony activities including academic robe collection, photography, merchandise will be based at **Senate House**.

This guide supports the **2014 August-September Venue Guide** which provides more detailed information about the Bedford Square Garden and Senate House venues. It is available to download from our website: www.ucl.ac.uk/graduation/venues.

We would like you and your guests to have an enjoyable day at your graduation ceremony. If you need help and advice on planning your visit please do not hesitate to contact the Student Support and Events Team.

Tel: +44 (0)207 679 2051 / 3568

Email: grad_ceremonies@ucl.ac.uk

In person: If you wish to speak to a member of the Student Support and Events Team in person please contact us by telephone or email and we will arrange an appointment to see you.



Graduand Pre-Ceremony Activities

On the day of your ceremony you should first go to the Senate House, Malet Street (WC1E 7HU) to complete the pre-ceremony activities. Please make your way to the main entrance of Senate House on Malet Street where you will be directed to the locations for the following services:

- Robe Collection (*J Wippell & Co. Ltd*)
- Registration Desk & Ticket Collection
- Information Desk
- Photography (*H Tempest*)
- Merchandise (*Sense Business Development and Eva London*)

Before you make your way to Bedford Square Garden for your ceremony you need to **collect and dress in your robe then register at the Registration Desk**. When you register you will be given an envelope containing:

- ✓ Your graduation ceremony ticket & wristband
- ✓ Your guest tickets & wristbands (if you have purchased any)
- ✓ A card with your name on – to give to the Dean when you go onto the stage

If you do not robe and register at least 45 minutes before the ceremony start time you will be removed from the Dean's script and will not be presented at the ceremony.

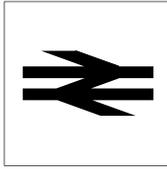
Pre-ceremony activities are for graduands only. If you have guests with limited mobility we suggest you arrange to meet your guests in Bedford Square before you have to be seated in the ceremony venue. Once you have met your guests you can enter Bedford Square Garden together.

Traveling to Senate House

Senate House is situated in the heart of London and is well served by all means of public transport. To help you plan your route please use the journey planner on the Transport for London website:

www.tfl.gov.uk.

BY RAIL



Trains

Euston mainline station is approximately a 5-10 minute walk away and Kings Cross/St Pancras mainline stations are approximately a 15-20 minute walk away. All stations have some step free access into the mainline station; however the interchanges with the underground are not step free. Please see the national rail website for more information: www.nationalrail.co.uk.



Underground/Tube

The nearest underground stations are Tottenham Court Road and Russell Square. Unfortunately, neither of these stations is fully accessible. Please see the Transport for London web site for more information:

<http://www.tfl.gov.uk/gettingaround/transportaccessibility/1167.aspx>

BY ROAD

Buses

Most buses in London are now wheelchair accessible. There are a number of bus stops along Gower Street (alight nearest to Keppel Street or Montague Place) with the following buses stopping there: 10, 134, 14, 24, 29, 390, 73, N20, N253, N279, N29, N5, N73

Please check the Transport for London website for more information about buses and bus routes: www.tfl.gov.uk/tfl/gettingaround/maps/buses/

Taxis

There are taxi ranks outside most underground/tube stations and mainline train stations. A taxi will be able to drop you off outside Senate House. Alternatively, guests can get dropped off in Bedford Square just outside of the garden. 'Black cab' taxis can be hailed anywhere in London and fares are based on a meter system.

Car

Senate House and Bedford Square are within the Congestion Charge Zone. For more information visit www.cclondon.com or call 0845 900 1234.

If you choose to use a car to get to Senate House the closest setting down point is at the main entrance on Malet Street.

Parking

Unfortunately there are no parking facilities, disabled or otherwise, available at Senate House. There are however a number of public car parks nearby. Please refer to the NCP website for more information at: www.ncp.co.uk.

More information regarding parking can be found on the London Borough of Camden website: www.camden.gov.uk/ccm/navigation/transport-and-streets/parking/.

Information regarding disabled parking in the London Borough of Camden can be found at: www.camden.gov.uk/ccm/navigation/transport-and-streets/parking/parking-permits/blue-and-green-disabled-permits/

The blue badge permit is not always valid in Camden. Camden's alternate scheme, the green badge scheme, operates near the West End of London, a heavily congested area with high demand for parking spaces. In this part of the borough the blue badge is only valid with a green badge.

Access



The main entrance to Senate House is accessible for wheelchair users. On entering the building UCL staff will direct you through the main reception foyer to the Crush Hall where you will find the Information Desk and UCL staff who can guide you and your guests to the various pre-ceremony activities. Registration and robing are located on the first floor and can be reached via a lift.

The Graduation Ceremonies

Once you have collected your robe, registered and had your photographs taken please make your way to the ceremony venue in Bedford Square Garden. The full address of the venue is Bedford Square Garden, Bedford Square, Camden, London, WC1B. **The entrance to Bedford Square Garden will open at 10am for morning ceremonies, 2pm for afternoon ceremonies and 6pm for evening ceremonies.**

Traveling from Senate House to Bedford Square

Bedford Square Garden is located a short walk (approximately 5 minutes) from Senate House. There are two ways to reach the Bedford Square Garden from Senate House. You can cross Malet Street into Keppel Street and turn left into Gower Street, Bedford Square Garden is across the road. Alternatively, turn left out of Senate House walk along Malet Street, turn right into Montague Place, Bedford Square Garden is located across the road. Please download the following map as a handy reference guide. (<http://www.london.ac.uk/fileadmin/documents/home/map.pdf>)

The ceremony and reception will be located within the garden. Please enter the garden using the gate situated halfway along the northern side of the square. To access Bedford Square Garden all graduands and guests will need a ticket and wristband, all of which are contained within the envelope you will receive at registration.

Access



The route is step free although the pavement is not always completely level. There are dropped curbs to allow road crossing. If you feel that this walk may be difficult for any member of your party please contact the Student Support and Events Team for advice as soon as possible.



Inside the Ceremony Venue

There is one main entrance into the ceremony venue which you will see as you enter the garden. This is a level entrance with no stairs.

The seats in the ceremony venue are tiered slightly and seats are accessed using shallow steps.

The doors to the venue will be open from 10am / 2pm / 6pm.

GRADUAND SEATING

All Graduands must be seated in the auditorium by 10.15am / 2.15pm / 6.15pm.

The stage is fully accessible. If you have advised us that you are attending in a wheelchair we will contact you to discuss the arrangements for your day.

GUEST SEATING

If you have already informed us that your guests have specific seating requirements we will ensure they are allocated appropriate seating.

If you have informed us that a member of your party will be attending in a wheelchair we will allocate appropriate space in the auditorium in one of the dedicated areas.

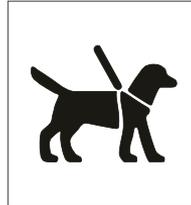


Hearing Assistance

There is an infrared system in the auditorium. You can use this by adjusting your hearing aid to the 'T' setting.



A **BSL interpreter** is not present at the graduation ceremonies. However, if you or one of your guests requires this service please contact the Student Support and Events Team as soon as possible.



Guide Dogs and Hearing Dogs

Please contact the Student Support and Events Team if you or a member of your party will be accompanied by a guide dog or hearing dog. We will then ensure a seat is allocated where the dog can sit with you comfortably without blocking fire exit routes or the path of students processing for graduation.





Post-Ceremony Activities

Following your graduation ceremony stewards will guide you out of the ceremony venue into the covered garden for your reception where drinks and light canapés will be served for an hour.

The Receptions

The reception will include a variety of alcoholic and non-alcoholic drinks and a selection of light canapés. We do try to provide food that is simple and as inclusive as possible. Waiting staff can assist you with your selections and advise you of ingredients if you have any allergy concerns.

There will be live music at the reception.

Smoking is not permitted anywhere inside Bedford Square Garden.

Due to strict fire regulations and security there will be no re-admittance to the garden during the ceremony and reception period.



General Information



Information and Assistance

If you have any questions on the day of the ceremony please locate the nearest UCL staff member in a purple sash and they will be happy to assist you.



First Aid

Members of St Johns Ambulance will be located in the MacMillian Hall at Senate House.

There will be trained first aiders on duty at Bedford Square Garden. If you require their assistance please locate a UCL staff member (in a purple sash) and they will inform a first aider.

Site Facilities

Senate House



Accessible Toilets

There is an accessible toilet on the ground floor and third floor of Senate House. If you are unsure where to go please ask a UCL staff member (wearing a purple sash)



Lifts

All lifts in the building are accessible. There is an accessible lift for **graduands** from the first floor up to the Chancellors Hall on the mezzanine level for registration and robing.

Bedford Square Garden



Accessible Toilets

There is an accessible toilet in Bedford Square Garden. Please ask staff to direct you.