

A group of graduates is shown from behind, wearing black academic gowns with purple stoles and black mortarboard caps. They are standing on a light-colored paved surface. The graduates are huddled together, with some placing their hands on the shoulders of others, suggesting a moment of support or celebration.

**AUGUST/SEPTEMBER 2013
GRADUATION CEREMONIES
ACCESS GUIDE**

(Version 2 – March 2013)



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Your graduation ceremony will be held in the ceremony venue in **Bedford Square Garden** and your reception will be held at **UCL on the Gower Street site**.

Academic Robe Collection, Photography, Merchandise and other services will also be based at **UCL on the main Gower Street site**.

This guide supports the **2013 August-September Venue Guide** which provides more detailed information about the Bedford Square Garden and Gower Street 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 Centre 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 Centre 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 UCL campus on Gower Street to complete the pre-ceremony activities. Please make your way to the UCL gate at the Euston Road end of Gower Street and enter the Front Quad where you will be directed to the locations for the following services:

- Information Desk & First Aid Support
- Registration Desk & Ticket Collection
- Robe Collection (*J Wippell & Co. Ltd*)
- Merchandise (*Sense Business Development*)

Before you make your way to Bedford Square Garden for your ceremony you need to **collect and dress in your robe and register at the registration desk** where you will be given an envelope containing:

- ✓ Your graduation ceremony ticket
- ✓ Your guest tickets (if you have purchased any)
- ✓ A card with your name on – to give to the Dean when you go onto the stage
- ✓ Wristbands for you and your guests to gain access to your reception.

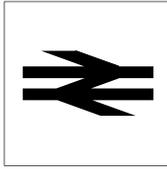
If you do not robe and register at least 45 minutes before the ceremony start time you will be removed from the Dean's script and will not be presented at the ceremony.

Pre-ceremony activities are for graduands only. If you have guests with limited mobility we suggest you arrange to meet your guests at 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 UCL

The UCL Gower Street campus 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 Warren Street, Goadge Street and Euston Square. Unfortunately, none of these stations are fully accessible. Please see the Transport for London web site for more information: www.tfl.gov.uk/tfl/gettingaround/transportaccessibility/1167.aspx

BY ROAD

Buses

All buses in London are now wheelchair accessible. There is a bus stop right outside the main gate on Gower Street 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 UCL's main gate on Gower Street. 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

UCL 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 UCL the closest setting down point is at the main gates on Gower Street. Unfortunately, due to the numbers of pedestrians around UCL, it is not possible to allow vehicles to enter the mains gates during the graduation ceremony period.

Please remember that Gower Street is a one way road with traffic moving away from Euston Road.

Parking

Unfortunately there are no parking facilities, disabled or otherwise, available at UCL. 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

When you enter the gate from Gower Street you will arrive in the Front Quad which is a mainly flat area of concrete and paving, surrounded by grass.

The pre-ceremony services will be located on the left as you enter the gate. This is where you will also find the Information Desk if you or your guests require any assistance or have any questions.



The Graduation Ceremonies

Once you have collected your robe and registered you can 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.

Traveling from UCL to Bedford Square

Bedford Square Garden is located a short walk (approximately 10 minutes) from UCL's Gower Street campus. Turn left out of the main gate, follow Gower Street down until it becomes Bedford Square and you will see Bedford Square Garden on your right. As Gower Street is a very busy road please ensure you use the pedestrian crossings to cross the road to get to Bedford Square Garden.

The ceremony venue is located within the garden. Please enter the garden using the gate located halfway along the northern side of the square. Once inside the garden the ceremony venue entrance will be directly in front of you. **The doors to the ceremony venue will open at 10am for morning ceremonies, 2pm for afternoon ceremonies and 6pm for evening ceremonies. There is no covered waiting area within Bedford Square Garden.**

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 Centre EventsTeam for advice.



We advise guests with limited mobility to meet students at Bedford Square rather than going to UCL as the pre-ceremony activities are for graduands only. There are a number of cafés, bars and restaurants on Tottenham Court Road, which is very close to Bedford Square, where guests can wait for the graduand.



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 although there is a small step from the gravel path to the entrance.

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

Graduands will need to be seated in the auditorium by 10.15am / 2.15pm / 6.15pm.

There are two small steps used by graduands to access the stage with a handrail on the right side.

If you have advised us that you may find accessing the stage via the steps difficult or that you are attending in a wheelchair we will contact you to discuss the arrangements for your day.

GUEST SEATING

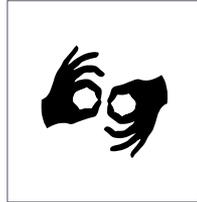
If you have already informed us that your guests have specific seating requirements we will ensure they are allocated appropriate seating.

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 all ceremonies. If you or one of your guests requires this service please contact the Student Centre Events Team as soon as possible.



Guide Dogs and Hearing Dogs

Please contact the Student Centre 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 the ceremony we ask you to make your way back to UCL to enjoy the reception, return your robes and, if you wish, have your photographs taken in one of the H Tempest Ltd photography studios.

Traveling from Bedford Square Garden to UCL Campus

Please make your way back to UCL, following the same route you came, to the gates at the Euston Road end of Gower Street.

If you choose to use a car to get to the reception the closest setting down point is outside the main gates on Gower Street. Please remember that Gower Street is a one way road with traffic moving away from Euston Road. For safety reasons it is not possible to bring cars into UCL's Front Quad during the receptions.

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 each of the reception venues.

The receptions are ticketed events and no one will be permitted to enter without an official wristband. Wristbands are given to graduands with their tickets at registration. The colour of the wristband will denote your reception venue. The envelope containing the tickets and wristbands will have the reception venue recorded on it. We would ask that you remain in your venue as canapés and drinks are based on specific numbers for each venue.

Access



There are three reception venues, North Cloisters, South Cloisters and JBR. The North and South Cloisters have access ramps leading to doors which are held open during the receptions.

Access to the JBR requires the use of 9 stairs. Graduands who have a member of their party with limited mobility or attending in a wheelchair will not be allocated to the JBR for their reception.



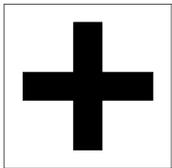
There will be a number of photography studios open during the receptions. Many of these studios are accessible. You will be shown to an appropriate studio if you have any specific access requirements.

General Information



Information and Assistance

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



First Aid

There are trained first aiders on duty at the ceremonies and receptions. If you require their assistance please locate the nearest person in a purple sash and they will inform a first aider.

Site Facilities

UCL Gower Street Campus



Accessible Toilets

There are two accessible toilets. From the main gate please travel to the north-east corner of the Front Quad and use the ramp to enter the building. Turn right and continue through the building until you come to a stairwell. Here you will see an accessible toilet next to the lift. The second accessible toilet is on the floor below accessed via the passenger operated lift next to the first toilet. The toilets will be signposted but if you are unsure where to go please ask a member of staff wearing a purple sash.



Accessible Lift

The lift mentioned above allows access to all floors within the South Wing of the Wilkins building. The lift is 105cm by 200cm with a 103cm door.

Bedford Square Garden



Accessible Toilets

There are a limited number of accessible toilets in Bedford Square Garden. Please ask staff to direct you.