2013 UCL Graduation Ceremonies
August/September Venue Guide

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 Gower Street site**.

This guide is supported by the ***2013 August-September Access Guide*** which provides more detailed information about accessibility at the Bedford Square and Gower Street venues. It is available to download from our website: www.ucl.ac.uk/graduation.

Pre-Ceremony Activities – UCL Campus Gower Street

On the day of your ceremony, you (**the graduand**) should first head to UCL campus on Gower Street to complete the pre-ceremony activities. UCL's Gower Street campus is situated in the heart of London and is well served by all means of public transport and we strongly advise you to use public transport to reach the venue. It is a short distance from Euston Square, Tottenham Court Road, Goodge Street, Euston and Warren Street underground stations. Euston mainline train station is approximately a 5-10 minute walk away. To help you plan your routes please use the journey planner on the Transport for London website: www.tfl.gov.uk.

Please make your way to the main gate at the Euston Road end of Gower Street and enter the Front Quad where you will be directed to the locations for robe collection and registration.

Ceremony Tickets

Tickets are collected by **the graduand** on the day of the ceremony from the UCL Registration Desk which will be located at UCL on the Gower Street site. Registration will close 45 minutes before the start of the ceremony so it is important that you leave plenty of time to do this. If you do not register in time you will be removed from the Dean's script and will not be presented at the graduation ceremony. Only graduands can register and collect tickets.

The ceremony venue has a limited number of seats that require minimal or no use of stairs. It is therefore essential that you contact us to inform us if you require specific seating as soon as possible.

Pre-ceremony Activities Based in the Front Quad:

- Robe Collection (*J Wippell & Co. Ltd*)
- Registration and Ticket/Wristband Collection
- Information Desk
- Merchandise (*Sense Business Development)*

There will be limited Studio b3 and Traditional photography available before the ceremony. Please check at the Information Desk for availability. Please do not worry if you do not have chance to have your photographs taken before the ceremony as the main photography studios will all be open for use after the ceremony.

Once you have collected your gown and registered please make your way to Bedford Square Garden to the ceremony venue. You will return to the UCL campus after the ceremony for your post-ceremony activities.

The Graduation Ceremony – Bedford Square Garden (WC1B)

Bedford Square Garden is located a short walk (approximately 10-15 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 over the road to get to Bedford Square Garden (WC1B).

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. Stewards will guide you to your seats within the venue. The ceremony will last about 1hr 45mins and we ask that you remain in your seat for the whole time in order to comply with fire regulations. Once the ceremony has finished please make your way back to the UCL campus on Gower Street for your reception.

Post-Ceremony Activities & Reception – UCL Campus Gower Street

A reception at UCL immediately follows your graduation ceremony and is included in the price of your ticket. Drinks and light canapés will be served for up to two hours after the ceremony and so we recommend you make your way straight to UCL to make the most of your time. Receptions take place in the North & South Cloisters and Jeremy Bentham Room (JBR) in the Wilkins building.

Reception Wristbands

To access the reception venues all guests and graduands will need a 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.

Photography

There are a number of studios where you can have **Tempest Classic Photography**. You will be directed to a studio depending on which reception venue you have been allocated. The photography studios are open throughout the reception so please ensure you enjoy the music and refreshments available at your reception, there is no need to have your photography taken immediately following the ceremony.

If you have pre-booked a **Studio b3** appointment, please arrive at the H Tempest Ltd sales stand located in the Front Quad five minutes before the start of your appointment. Please inform a member of the H Tempest team of your appointment and they will escort you to the studio.

Post-Ceremony Activities Based at UCL:

- Tempest Classic Photography *&* Studio b3 Photography *(H Tempest Ltd)*
- Robe Return (*J Wippell & Co. Ltd*)
- Merchandise (*Sense Business Development)*

Venue Facilities

Facilities will be signposted at both venues. If you are unsure of where facilities are located please ask a member of staff (wearing a purple sash) for directions.

<table>
<tr><th>UCL Campus Gower Street
Receptions</th><th>Bedford Square Garden
Ceremonies</th></tr>
<tr><td>Toilets (including accessible toilets)</td><td>Toilets (including accessible toilets)</td></tr>
<tr><td>First Aid Support</td><td>First Aid Support</td></tr>
<tr><td>Print Room Café</td><td rowspan="3">Tottenham Court Road and Charlotte Street have a number of shops, cafes, bars and restaurants. You can check what's around on the websites: www.visitlondon.com and www.londontown.com.</td></tr>
<tr><td>UCLU Lewis Building</td></tr>
<tr><td>College Shop</td></tr>
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Cloakrooms
We are unfortunately unable to offer any cloakroom facilities in Bedford Square Gardens or at UCL. For this reason we ask you not to bring any large bags or suitcases with you.

Parking
Unfortunately there are no parking facilities, disabled or otherwise, available at UCL. There are, however a number of 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/

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