

A Guide to Your Graduation

Monday 24 June 2019

2019 **NEBOSH**
Graduation &
Awards Ceremony



nebosh

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Introduction

Congratulations on attaining one of the most respected professional health, safety and environmental qualifications in the world.

We are delighted to invite you, your friends and family to celebrate with us at our formal Graduation and Awards Ceremony, being held at the University of Warwick on Monday 24 June 2019.

This Graduation Guide contains all the information that you require for this event. It explains:

- What you need to do in advance of the ceremony including how to book your academic gown.

- How to get there
- What to do on the day, for both you and your guests
- The timings of the event

If you have any questions that we have not addressed in this guide please contact the Graduation Team at graduation@nebosh.org.uk or call +44 (0)116 263 4700.

We look forward to congratulating you at the 2019 Graduation and Awards Ceremony.



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How to book your tickets

Eligible Diplomates will have received an invitation email with a link to our booking page which is password protected. You will need to select a 'diplomate' ticket for yourself and any 'guest' tickets which will be for those family or friends you wish to bring with you to celebrate your special day.

There is no charge to attend the Graduation and Awards Ceremony, however places are limited and must be booked in advance. **Bookings close on 2 June.**

However, you are required to wear academic dress which must be booked with Ede & Ravenscroft at a cost of £45.00.

When booking you will need to have your NEBOSH student number to hand. If you do not know your student number please contact the Graduation Team.



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Guests and confirmation

Guest tickets

Due to limited space at this popular event we are only able to guarantee you three guest tickets. However, we do operate a waiting list for additional tickets. Requests are limited to two extra tickets per Diplomat. You can request additional tickets during the booking process.

Please note that requests for additional tickets will not be processed and confirmed until after the closing date for bookings which is 2 June. We will confirm the extra guest tickets via email on 6 June. When booking please **do not** include yourself in the 'guest' ticket - you will be required to book a 'diplomat' ticket.

While children may attend, we would advise that this occasion is not suitable for children under the age of five. Also anyone under the age of 16 must be accompanied by an adult.

Confirmation

You will receive a confirmation email immediately. If you do not receive this email within 24 hours, please check your junk folder and if you still have not received this then we have not received your booking and you will need to resubmit your form.

My plans have changed

You can amend your booking by contacting the Graduation Team at graduation@nebosh.org.uk or on +44(0)116 263 4700.

The deadline for booking your place at the Graduation & Awards Ceremony is Sunday 2 June 2019. Under no circumstances can any bookings be taken after this date.



Academic dress

Everyone graduating is required to wear full academic dress. This is a compulsory dress code denoting the degree level of your qualification.

Diplomate academic dress

The academic dress for NEBOSH Diplomates and HSE Regulatory Diplomates consists of a blue gown with a hood trimmed with blue, cream and purple. Caps are blue square mortar boards with silk tassel.

Masters academic dress

The academic dress for those who have completed a University of Hull Master's degree in partnership with NEBOSH consists of a black gown with a hood trimmed with black and light green. Caps are black square mortar boards with silk tassel.

Academic dress must be hired from graduation specialists Ede & Ravenscroft who will be on hand during the day to assist with dressing.



Academic dress and souvenir photography

Before booking you will need your measurements to hand, including your head circumference for your cap and also your height and chest measurement.

To book your gown visit:

www.gownhire.co.uk/Gownhire/FindInstitution

When booking, please ensure that you select '**NEBOSH**' as your institution and not the 'University of Warwick'. This will ensure that you are allocated the correct gown and date.

The cost for all academic dress hire is £45.00.

The deadline for booking your academic dress is 12 June 2019.

Photography Service

Ede & Ravenscroft also provides an optional graduation photography service. They offer a range of photography packages with prices starting at £30.00 plus postage.

In addition, Ede & Ravenscroft will aim to take a photograph of each Diplomat on stage being congratulated by our guest of honour. These photographs will be available to preview and purchase on the Ede & Ravenscroft website. We will email you with instructions after the ceremony.

If you are based overseas, we strongly advise that you check that Ede and Ravenscroft ships to your country before you book photography.

To book your photography visit:

www.gownhire.co.uk/Gownhire/FindInstitution

Photography must be booked by 12 June 2019.

If you don't wish to purchase a photography package, we also have on-site roving photographers who will be capturing images on the day. Any images posed for will be sent free of charge.

Key dates

To do	Date	Done
Last date to book your place	2 June	
Confirm how you would like your name to be announced	2 June	
NEBOSH will confirm extra tickets	6 June	
Last date to book gown and photography	12 June	
Book parking permit	18 June	



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Getting there

Venue address:

University of Warwick,
Coventry,
CV4 7AL

The University of Warwick campus is approximately three miles away from Coventry city centre.

If you have a sat nav please use postcode CV4 7AL which will direct you to Gibbett Hill Road which is the main road through the campus.

The Graduation is a popular event so please allow plenty of time to arrive on the day.



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Parking

Car parking on campus is extremely limited and spaces fill up very quickly. We suggest you allow plenty of time to arrive in the morning and consider car sharing or public transport where possible.

NEBOSH has secured limited free parking in car park 15 which you will need to pre-book using this booking form before 18 June. <https://carparking.warwick.ac.uk/events/nebosh-reserved-parking>

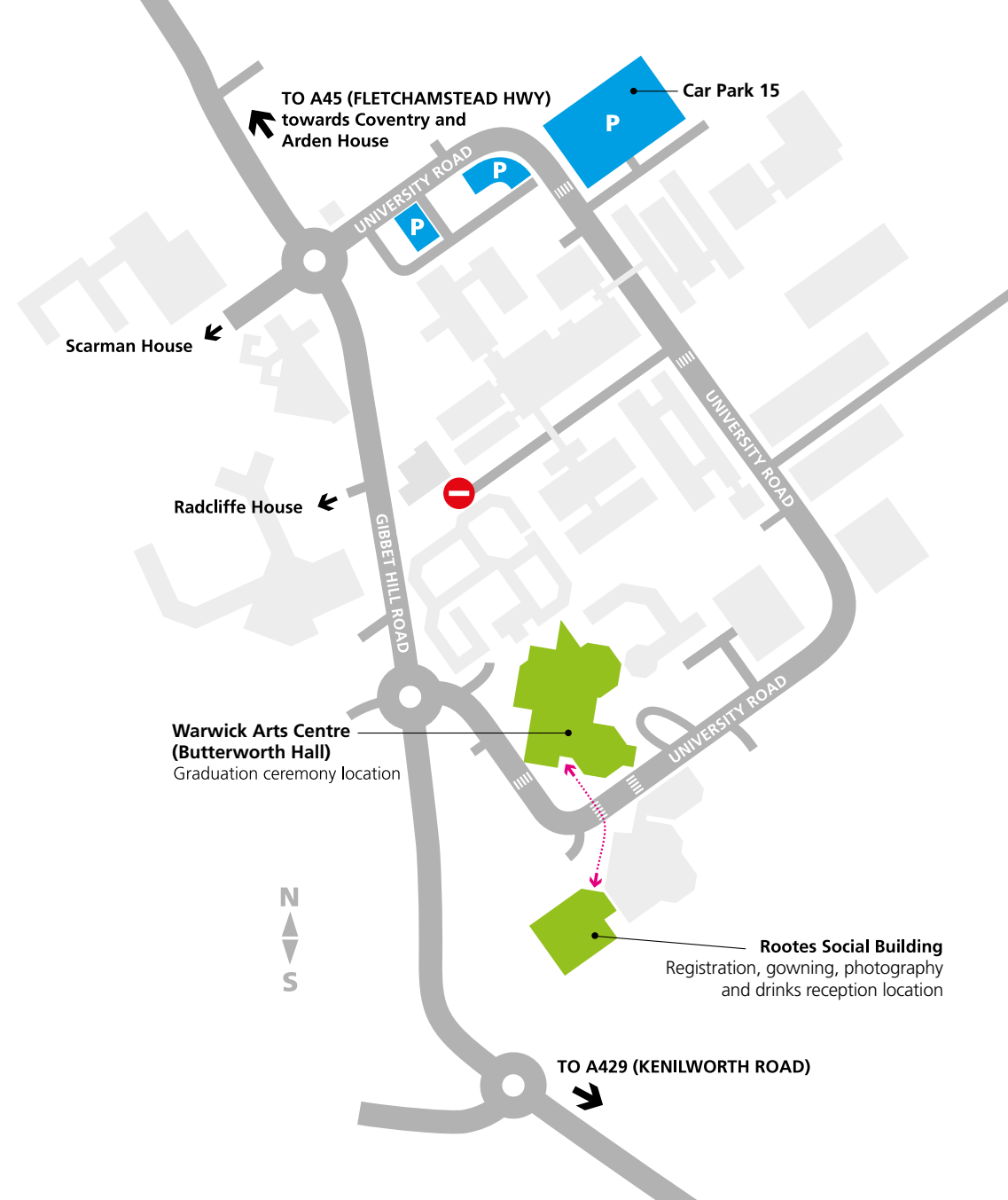
This car park is a 15 minute walk to the main Graduation buildings (Rootes Social Building and Warwick Arts Centre) so please allow time for this. There will be shuttle bus taking guests to the graduation buildings before and after the ceremony.

You will need to print off the permit issued and bring it on the day. If you do not pre-book this or forget to bring the permit on the day, then there will be a charge for all day parking of £5.00. Please note that the payment machines do not accept cards and do not give change. All car parks are pay and display.

Please make yourself aware of Warwick Universities Ordinance on Parking and Traffic at the University here. <https://warwick.ac.uk/services/carparks>

Disabled parking

Disabled parking is available in car park 15. You will need to pre-book parking as mentioned before and display this permit and blue disabled badge in the car.



Directions

From the North/East

- From M69 /M6 interchange (M6 Jct 2) take A46 towards Warwick and Coventry S & E.
- After approx 3.5 miles you will reach Tollbar End roundabout (junction with A45). At the roundabout, follow signs for A45 Birmingham.
- After approx 3 miles you will cross the A429 (Kenilworth Road).
- Half a mile after this junction take the left-hand turn signposted 'University of Warwick' (Fire Station on left, Police Station on right).
- Follow signs for University of Warwick (and Warwick Arts Centre) across two roundabouts. You are now approaching The University of Warwick from Kirby Corner Road.

From the South East

- From M45 Jct 1 take A45 towards Coventry.
- After approx. 7 miles you will reach Tollbar End roundabout (junction with A46) follow signs for A45 Birmingham.
- Now follow the directions given in the third bullet point 'From the North/East'.

From the South

- From M40 Jct 15 take A46 towards Coventry.
- After approximately 8 miles leave A46 at junction signposted 'University of Warwick' and turn left.
- Take the second exit at the mini roundabout and continue for a further mile on the Stoneleigh Road, crossing the A429 Kenilworth Road. You are now approaching The University of Warwick from Gibbet Hill Road.

From the West

- From M42 Jct 6 take A45 towards Coventry.
- After approximately 9 miles you will pass a large Sainsbury's store on your left. At the next roundabout (Fire Station on right, Police Station on left), take the right-hand exit, signposted 'University and Canley'.
- Follow signs for University of Warwick (and Warwick Arts Centre) across two roundabouts. You are now approaching The University of Warwick from Kirby Corner Road.

Public transport

Rail & Taxi

Coventry Train Station is only 3 miles from the University. There is a taxi rank outside Coventry Train Station.

The journey to the University costs approximately £12.00 and takes 10 minutes.

On campus, the taxi rank is at the side of Warwick Arts Centre, next to the bus interchange.

Air

Birmingham Airport is the nearest international airport and is approximately 10 miles from the University. If accommodation is required, please visit the list of [local hotels page](#) for a full list of hotels.

Bus

The number 11, 11U & 12X buses combine to provide a service between University of Warwick, Coventry Train Station & Pool Meadow Bus Station in Coventry City Centre. These buses run up to every 7 minutes. The journey takes approximately 30 minutes.

The bus interchange at the University is directly outside Warwick Arts Centre and the Rootes Building which are the two main buildings used for the Graduation.



On the day - timetable

Time	What	Where
8.00 - 9.30 am	Arrive at the University of Warwick	University of Warwick
8.00 – 10.00am	Register	Rootes Social building – ground floor
8.30 – 10.15am	Collect academic dress	Rootes Social building – Panorama Suite second floor
8.30 – 10.15am	Souvenir photography (if applicable)	Rootes Social building – Panorama Suite second floor
10.00am	Graduation hall doors open	Warwick Arts Centre – Butterworth Hall
10.00 – 10.45am	Take your seats	Warwick Arts Centre – Butterworth Hall
11.00am	Graduation ceremony commences	Warwick Arts Centre – Butterworth Hall
12.15pm	Graduation ceremony ends	Warwick Arts Centre – Butterworth Hall
12.15 – 2.30pm	Celebratory drinks reception	Rootes Social building – Panorama Suite second floor
12.30 – 2.30pm	Souvenir photography (if applicable)	Rootes Social building – ground floor
12.30 – 2.45pm	Return your academic dress	Rootes Social building – ground floor

On the day - when to arrive and what to bring

When to arrive

Registration, gowning and photography opens at 8am in the Rootes Social building. You should aim to arrive no later than 9.30am so that you can register, collect your academic dress and have your souvenir photographs taken (if you have booked this).

You must be seated for the ceremony by 10.45am in Butterworth Hall in the Warwick Arts Centre, this is the building opposite Rootes Social building.

Both locations are outlined on the campus map on the **parking page**. It is a short walk between these two buildings. If your guest or guests have any mobility difficulties they may find it easier to go straight to Warwick Arts Centre where NEBOSH staff can assist them. Please note that the ceremony hall doors do not open until 10am.

NEBOSH staff will be wearing branded polo shirts and are available around campus to help with any questions you have.

Please allow sufficient time on the day so that you can fully enjoy the experience.

***Note:** Best candidate award winners will receive separate instructions for registration.

Things to bring with you:

- Event booking confirmation
- Academic dress booking confirmation
- Photography booking confirmation
- Parking permit or change for parking
- Camera
- Umbrellas or sun cream just in case!
- Reusable water bottles as there are water machines but no cups!



The ceremony

The ceremony

The doors to the ceremony will open at 10am. You should be seated no later than 10.45am in time for the Graduation and Awards Ceremony to begin at 11am. NEBOSH Chair, Bill Nixon will welcome everyone and introduce our guest of honour Louise Taggart who will make a short address.

All Diplomates will be called in turn to the stage where their name will be announced and they will be personally congratulated by the Chair and the guest of honour. Please note you will be seated in order of stage appearance. Therefore you will be seated separate from your guests. Your seat will be unattended when you go on stage, so please leave any personal belongings with your guests or you will be leaving them at your own risk.

Awards will be presented to the top performing candidates for Certificate and Diploma qualifications in the last twelve months. The Award winners will be seated separately and shown where to go.

Your family and friends are welcome to take photographs of you during the ceremony, however there will be no opportunity to pose on stage. Please note, flash photography is not allowed in the ceremony hall.



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After the ceremony

We'll continue the celebrations with a complimentary drinks and canapes reception for you and your guests after the Graduation & Awards Ceremony.

There will be a number of exhibition stands for your perusal and a complimentary photo booth for you to enjoy. Please bear in mind that all attendees will be able to view these pictures online after the ceremony.

The NEBOSH Alumni will be exhibiting in the drinks reception. You will be able to sign up to the Alumni if you haven't already done so, purchase NEBOSH Alumni merchandise and learn all about the benefits of joining the Alumni. You will be able to collect your exclusive NEBOSH Alumni pin badge too!

If you have any questions regarding the Alumni prior to the graduation, please contact the Alumni Team on alumni@nebosh.org.uk or call +44 (0)116 263 4700.



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Frequently asked questions

Who is eligible to attend the 2019 ceremony?

The 2019 ceremony celebrates the achievements of successful Diplomates whose results are declared between 12 May 2018 and 10 May 2019.

All eligible Diplomates will be contacted by NEBOSH.

If you think you may be eligible but haven't heard from us, please contact us at graduation@nebosh.org.uk

Why are you only taking bookings online?

By handling bookings online we are able to receive and process your booking immediately, without the risk of invitations going missing or being delayed in the post. Information provided is also much more accurate and you will receive an automatic confirmation of your booking.

The system is completely secure and no payment details are required as the event is free of charge.

Why will you not accept bookings after 2 June?

Once the bookings have been received, NEBOSH has a large amount of administration work to do before the event. This involves:

- Processing bookings
- Confirming numbers and final requirements
- Producing detailed seating plans

- Preparing calling sheets and badges
- We also need to allocate any spare places to those who have requested additional guest tickets

Will I receive tickets before the event?

When you book, you will receive a confirmation booking email. Please print this out and bring it with you to registration where you will be given your tickets with your numbers on them.

I cannot attend this year's date, have I missed my opportunity to graduate?

If you cannot attend the 2019 ceremony but would like to be re-invited next year, please email graduation@nebosh.org.uk with your name and student number.

Please note that from 2019, your graduation place may only be deferred twice.

What is the ceremony cancellation policy?

If you have to cancel your place, please let us know in writing by emailing graduation@nebosh.org.uk. Please inform us if you no longer require any of your guest tickets so that these can be reallocated to people the reserve list.

Frequently asked questions continued

Can I bring more than the allocated three guests?

The NEBOSH Graduation & Awards Ceremony has proven incredibly popular in previous years and we expect around 1,200 candidates and guests to attend in 2019.

We have hired the largest rooms at the University of Warwick for this event, but they do have limited capacity. To ensure that as many Diplomates as possible can attend, we have set an initial booking limit of three guests per Diplomate.

We are operating a reserve list for those people who want additional guest tickets. These are strictly limited to an extra two per Diplomate. However these are not guaranteed and will not be confirmed until after the closing date for bookings (2 June 2019). If you would like additional tickets, please submit your booking as soon as you receive your invitation as they will be issued on a first come, first served basis.

Can children attend?

Yes, all family members are welcome. However, we do not recommend bringing children under five years of age, as your guests will be seated in the ceremony hall for almost two hours.

If you are bringing a young child we ask that you advise us when you book. We can then allocate your guests seats near an exit so they can leave the hall during the ceremony with minimal disruption if necessary. Please note, as Diplomates are seated separately from their guests, children under 16 must be accompanied by another adult.

Should you wish to bring children under the age of two, they will not count towards your two guest tickets, as it is assumed that they will be seated on an adult's lap.

Pushchairs cannot be taken into the ceremony hall, but we will reserve a space for it in the secure buggy park next to the hall. This area will be staffed during the ceremony should you need to retrieve any items from your buggy.

Please note, that if the behaviour of your child is disruptive to others they and the accompanying adult will be asked to leave the hall. However, they will be alerted when you are about to go on stage.

Are there special arrangements for people with access difficulties?

Both buildings have full lift access. However the majority of seating in the ceremony hall is tiered and may be challenging for those with mobility difficulties.

We have therefore allocated a seating area on the flat section and the first few rows of the tiered seating of the ceremony hall for guests who have difficulty with stairs. These spaces are extremely limited and must be requested when you book. If the person who requires the disabled space can no longer attend, please let us know so we can reallocate the seat.

If you have mobility difficulties yourself, please tell us when you book so that we can allocate you a seat close to the stage and arrange any other assistance you may need.

Frequently asked questions continued

What will I get on the day?

On the day you will receive a commemorative graduation pin, which is presented to you on stage, and a souvenir brochure. The brochure contains the names of all Diplomates and Best Candidates for this Graduation. We do not give out scrolls or certificates of attendance.

What catering facilities are available at the venue?

The University of Warwick has a number of eateries available on campus that will be open throughout the day.

For more information on the restaurants available on campus.

Visit <https://warwick.ac.uk/services/retail/eat-drink/>

You will be able to purchase tea and coffee in The Bar on the mezzanine level of the Rootes Social Building.

There is also a Costa Coffee at the entrance to Rootes Social Building.



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Frequently asked questions continued

What if I have booked my gown and I can no longer attend?

Before 12 June

If you need to cancel your gown and claim a refund before bookings close on 12 June, you can do this through the Ede and Ravenscroft website or by contacting their Customer Services team. Their contact details are on the [useful contacts page](#). Please note that there is a £1.80 admin charge for gown cancellations. Alternatively your gown can be deferred to the next NEBOSH Graduation Ceremony.

Between 12 - 24 June (Graduation day)

If you need to cancel your gown between these dates please contact NEBOSH who will refer you to the NEBOSH Account Manager at Ede and Ravenscroft. A valid reason must be presented in order to claim a refund.

After the ceremony

A refund will only be offered in exceptional circumstances if the gown is not cancelled prior to the ceremony. Please contact NEBOSH for assistance.

What should I wear underneath my gown?

We recommend wearing smart, comfortable clothing. The following guidance will help you to get the best fit for your academic dress.

Ladies

Blouse with buttons down the front or a brooch – for the academic hood to attach to. A suit, skirt or trousers, whichever you prefer. If you choose to wear a dress it is advisable to bring safety pins to secure the hood.

Gentlemen

Long sleeved shirt, tie – for the academic hood to go under, suit or jacket and trousers.

It can get very warm in the graduation hall during the ceremony, particularly if it is a hot day; therefore it is advisable to keep layers of clothing underneath the gown to a minimum.

Occupational uniforms or traditional dress can also be worn under the gown.

We advise that guests dress smartly.

Frequently asked questions continued

Can you help me with my visa if I need one?

Yes, we can provide you with an invitation letter to the event which can be used as part of your visa application. Please request this by emailing graduation@nebosh.org.uk

You will need to apply for it as early as possible as the visa process can take a long time.

Please note, that NEBOSH is not liable for any costs if your visa application is refused.

The invitation to the Ceremony in no way implies any financial responsibility for you during your visit.

If you are declined a visa that was supported by a NEBOSH invitation letter, no further support can be provided.

If you are unable to get your visa in time for this year's graduation ceremony please let us know by emailing graduation@nebosh.org.uk. We can then defer your invitation until 2020.

The final date for requesting a visa letter of invitation is 13 May 2019.



Other important information

First Aid

If you or a member of your party feel ill or need first aid assistance at any time during the day, please advise a member of NEBOSH or University of Warwick staff who will be able to help.

Accommodation

The University is able to offer onsite accommodation, subject to availability, in their dedicated conference venues.

Radcliffe House is a few minutes' walk from the graduation buildings. Rooms are available - rate of £82.40 + VAT for single occupancy and £97.85 + VAT for double occupancy.

Please note that campus accommodation is not equipped for children and therefore will be unable to accommodate families with children under the age of three. Older children can be accommodated if they occupy the same room as their parents/guardians.

Please contact reservations on +44 (0)2476 573925 or reservations@warwick.ac.uk

A number of local hotels in the vicinity are listed on the following page.

(please note that this does not imply recommendation).



List of local hotels

Village Hotel Club Coventry

Dolomite Avenue
Coventry Business Park
Coventry CV4 9GZ
Telephone: +44 (0)247 771 0860

Distance: 1.7 miles

Premier Inn

Kenpas Highway
Coventry CV3 6RQ
Telephone: +44 (0)871 527 8270

Distance: 2.1 miles

Holiday Inn Kenilworth

212 Abbey End
Warwickshire
Kenilworth CV8 1ED
Telephone: +44 (0)1926 855957

Distance 2.8 miles

Allesley Hotel

Birmingham Road
Allesley Village
Coventry CV5 9GP
Telephone: +44 (0)24 7640 3272

Distance: 3.6 miles

Britannia Hotel

Fairfax Street (City Centre)
Coventry CV1 5RP
Telephone: +44 (0)871 222 0095

Distance: 4.4 miles

Chesford Grange Hotel

Chesford Bridge
Kenilworth
Nr Warwick CV8 2LD
Telephone: +44 (0)1926 859331

Distance: 4.4 miles

Best Western Plus Windmill Village Hotel

Birmingham Road
Allesley
Coventry CV5 9AL
Telephone: +44 (0)2476 404040

Distance: 5.4 miles

Best Western Plus Manor Hotel

127 Main Road
Meriden
Coventry CV7 7NH
Telephone: +44 (0)1676 522735

Distance 5.9 miles

Please note: A listing does not imply a recommendation from NEBOSH

Useful contacts

Who	Service	Contact details
NEBOSH Graduation team	Any queries, special requests, changes or delays on the day	graduation@nebosh.org.uk +44 (0)116 263 4700 www.neboshgraduation.org.uk
Ede & Ravenscroft Gowning and Photography	Queries relating to academic dress hire or photography	customerservices@edeandravenscroft.com photography@edeandravenscroft.com +44 (0)1223 861 854 www.edeandravenscroft.com
University of Warwick Accommodation	Booking or queries relating to onsite accommodation	reservations@warwick.ac.uk +44 (0)24 7657 3925 www.warwick.ac.uk/services/conferences

Our graduation sponsors

NEBOSH would like to acknowledge the contribution of our sponsors;
we could not host the graduation without them:



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Graduation terms and conditions

1. When booking, it is the Diplomate's own responsibility to ensure that the registration form has been completed correctly. NEBOSH cannot accept responsibility for errors made by Diplomates in completing the form.
2. Please note that as Diplomates are seated separately to guests, those under the age of 16 must be accompanied by an adult guest.
3. Children under 2 years of age who will be sitting on the lap of an adult throughout the ceremony, do not use a guest place. However, please include all children on your booking form.
4. Pushchairs/buggies may not be brought into the auditorium.
They will be kept in our designated buggy park which is staffed by NEBOSH at all times.
5. All Diplomates are allocated three guest places but can request up to two additional spaces. These extra places are not guaranteed and your request will be added to a reserve list. Places will be allocated on a first come, first served basis after booking closes on the 2 June 2019. You will be notified by email by 6 June 2019 if you have successfully obtained additional places.
6. Disabled parking spaces are available on a first come first served basis.
7. In the event that you have to cancel a booking, please contact NEBOSH as soon as possible in writing to graduation@nebosh.org.uk.
8. NEBOSH reserves the right to postpone or cancel the graduation ceremony. Notification of any changes will be made to all Diplomates as soon as possible. Please note that NEBOSH cannot be held responsible for any costs incurred by Diplomates and their guests due to cancellation.
9. NEBOSH reserve the right to cancel any bookings made if the Diplomate does not meet the specified eligibility criteria.
10. NEBOSH cannot be held responsible for any costs incurred if you have to cancel your attendance for any reason (for example, due to visa issues. The last date for requesting a visa letter of invitation is 13 May 2019).
11. Photos and video footage will be taken at the event and added to our social media channels, website and used in NEBOSH publications.
It is not possible or practical to seek consent for image capture from each individual attending this event. We will therefore conclude that by attending the event, participants and their guests agree to their image being captured, for the purposes stated above.
12. Please note that with the exception of assistance dogs, animals are not allowed on the University premises.