



## ATTENDANCE INFORMATION



## ATTENDANCE INFORMATION - WINTER CONGREGATION

### GUEST TICKETS

Guests OR graduands can collect tickets on the day of the ceremony (only 10:00 am, 12:00 noon and 3:00 pm ceremonies will be available to collect) from the Guest Ticket desk in the Teaching and Learning Centre:

10:00 am ceremony from 7:45 am

12:00 noon ceremony from 9:45 am

3:00 pm ceremony from 12:00 noon.

Tickets are strictly non-transferable and are allocated to the graduand. Once tickets have been collected they are the responsibility of the graduand and we cannot replace lost tickets.

### THE CEREMONY DAY

Graduands collect robes from the first floor of the Teaching and Learning Centre (only graduands can access the robing area).

Guests or graduands collect tickets from the Guest Ticket Desk on the first floor of the Teaching and Learning Centre.

Graduands give guest tickets and belongings to guests before going to the Great Hall in the Castle.

**Graduands report to the Great Hall of University College (Castle) 1 hour and 15 minutes prior to the ceremony to be put into procession order. Names will be scored off the list if graduands do not arrive on time 15/Lang (en-GB)BDC q0.000008 0 59.32 81**



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On entering the main body of the Cathedral, guests will be guided by marshals to fill all seats from the front to the back, in the Nave and then the Side Aisles. Guests wishing to sit together must arrive together.

The view of the stage in the Side Aisles is restricted due to the Cathedral architecture; however, television monitors are installed throughout the Cathedral to enhance the viewing of the ceremony.

### GRADUANDS AND GUESTS WITH SPECIAL REQUIREMENTS

Graduands can advise of any special requirements for themselves and guests when registering for the ceremony on Banner Self Service. Graduands and guests can also contact the Ceremonies Unit directly to discuss any special arrangements.

Induction loop facilities are available throughout the seating areas in the Cathedral and those

**Guests using wheelchairs and with mobility issues** can report to the Congregation Information Point on Palace Green 30 minutes before the ceremony start time (with a companion if they wish) to be escorted into the Cathedral via an accessible route. A bus will be operating between the Teaching and Learning Centre and Palace Green throughout the day for those who require assistance.

### GUESTS WITH CHILDREN

The ceremony is a formal occasion and can involve a lot of waiting around. Disruptions by small children can disturb the graduands and their guests. Please consider this before bringing a small child along. Tickets are required for children over the age of 2, under 2 do not require a ticket as they can sit on a guests lap.

**Children and babies cannot be seated with the graduand, they must be seated with an adult guest in the guest section of the Cathedral.** Anyone under the age of 18 must be accompanied by an adult in compliance with our Safeguarding policy [Safeguarding Children - Durham University](#)

Pushchairs can be accommodated inside the Cathedral, however, please bear in mind they cannot block the aisles and there are restrictions on personal belongings.

The ceremony is also streamed live to the lecture theatre in the Teaching and Learning Centre which may be more comfortable for guests with small children. All children must be accompanied by an adult.

### PHOTOGRAPHY

**Photography is not permitted during the ceremony**, this includes the use of still, digital and video cameras and mobile telephones. Ceremonies are professionally filmed and photographed with DVDs/photos available to purchase afterwards. Flash photography is not permitted within the Cathedral.

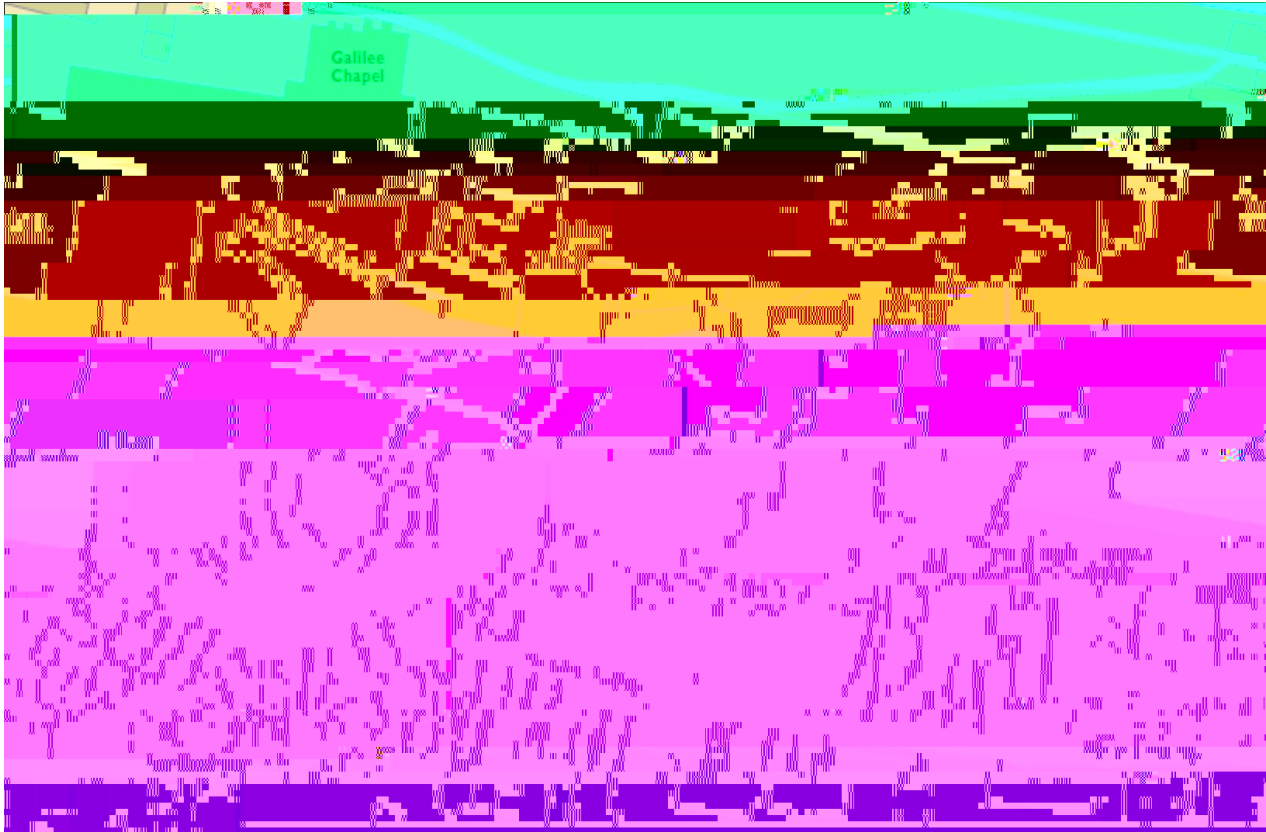


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### MAP OF PALACE GREEN AREA







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