

Thank you for registering to attend our Awards Ceremony taking place on Saturday 5 April 2025. We are very much looking forward to receiving you at the Guildhall in Market Square, Cambridge.

Upon arrival, please report to our volunteer stewards at the venue entrances on Guildhall Street or the accessible entrance on Peas Hill road (we will not be using the main entrance in the Market Square). Awardees and guests will then be directed to check in at our registration desk outside the Small Hall. You will receive a programme as well as a procession number for the ceremony. There will be refreshments available for guests and awardees in the Committee Rooms.

Awardees need to report promptly to the Small Hall by 9.40am. Guests should make their way to the Large Hall for the Ceremony to commence at 10.00am.

Ceremony Timings:

9.00 – 9.40am	Registration and refreshments
9.40 – 10.00am	Guests proceed to Large Hall Students line up in Small Hall to form processional line
10.00am	Awards Ceremony
	Followed by drinks and canapés
1.30pm	End of event

Ceremony Procedure:

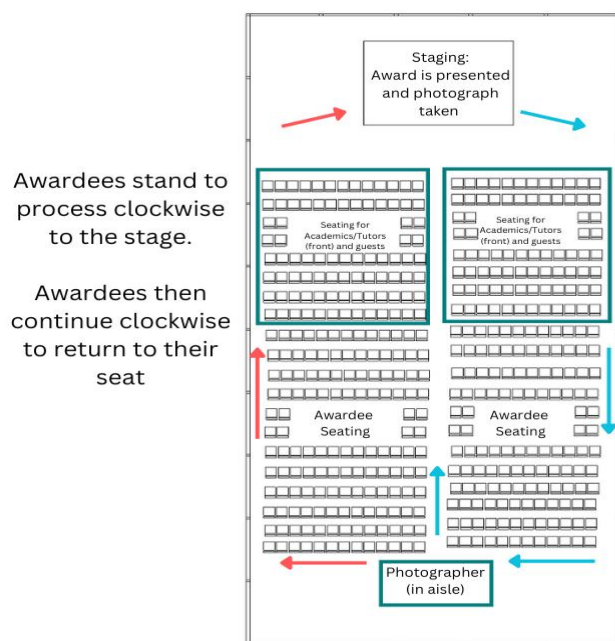
Awardees and guests with mobility issues will be offered reserved seating at the front of the hall. The procession will move from the Small Hall into the Large Hall, then academics and

honoraries will proceed to the stage while awardees take their allocated seating in the audience. The allocated seating is important as awardees are called to the stage in this order.

During the presentation of awards, you will be asked to process to the left-hand side of your seating in the programme order (one subject award at a time). As you process to the stage, your name will be read out and you will be congratulated by Professor Bhaskar Vira, the Senior Pro-Vice-Chancellor for Education, University of Cambridge. An official awardee photograph will then be taken (available for purchase post-event).

You will be handed your Letter of Congratulation from the Institute of Continuing Education by a member of staff and directed back to your seat.

You can download the programme for the ceremony from our website via [this link](#).



Dress Code:

The dress code is smart casual, awardees are welcome to wear national dress throughout the event, gowns will not be worn except by our academic staff.

Accessibility Requirements

Upon registering to attend the ceremony, you logged dietary and accessibility requirements for yourself and your guests. Awardees who have logged accessibility needs will be contacted separately with further guidance.

There are seven shallow stairs accessing the stage in the Guildhall as well as a handrail and assistance available from our stage team for any awardees with mobility issues. If you are unable to join our presenters on stage, we will arrange for them to come down and present your award directly to you.

Travel Guidance:

Cambridge city centre will be very busy on 5th April. Attendees should allow ample time to travel, park and find the venue to avoid the risk of missing the start of the ceremony.

The Guildhall is approximately a 20-minute walk from the train station. Upon leaving the station, go straight down Station Road and turn right onto Hills Road. Walk down Hills Road, which leads onto Regent Street. Continue along Regent Street, then turn left into Downing Street, then right into Corn Exchange St. Walk straight until you reach the Market Square, where the Guildhall is located directly opposite the Cambridge Market.

For the nearest parking, follow signs to Grand Arcade car park. There are also multiple park & ride options available to attendees, full timetables and pricings are available on the [Cambridge County Council website](#).

Please follow the signage and directions from our volunteer support staff on arrival.

Photography:

An official awardee photograph will be taken when you receive your award. Additional staged photographs will be available for purchase after the ceremony but please leave ample time to book and take these photos before we close the site at 1.30pm.

The details for viewing and purchasing photographs will be available in your programme and will also be emailed to you after the ceremony.

Livestream:

The ceremony will be livestreamed to enable any awardees who were unable to join us in person to celebrate their achievements with us. We also encourage our awardees to share the livestream link with their friends and family so they can share the occasion with you. Please register to view the livestream via the link below (joining instructions will be circulated the day before the ceremony).

If you have any questions about the ceremony, please get in touch via awards@ice.cam.ac.uk. We are looking forward to receiving you and celebrating your achievement on the 5th April.

Livestream Registration



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