

A guide to your Graduation



# NEBOSH Graduation and Awards Ceremony

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September 11 2023, University of Warwick





## Introduction

### 2023 NEBOSH Graduation and Awards Ceremony

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

We are delighted to invite you, your friends and family to celebrate with us at the NEBOSH Graduation and Awards Ceremony, taking place at the University of Warwick on Monday 11 September 2023.

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

If you have any questions that we have not addressed in this guide please contact the Graduation Team at [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk).

We look forward to seeing you there!

*You can navigate through this document using the arrows in the top righthand corner of each page. Alternatively, click on the topic of interest from the contents page to go straight to that content. Clicking on the 'NEBOSH Graduation and Awards Ceremony' in the top left of any page in the document will return you to the contents page.*



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## Confirm your attendance

Eligible diplomates will receive an invitation email when bookings open from March 2023. Diplomates must register via an Eventbrite booking page. You will need to select a 'diplomate' ticket for yourself and any 'guest' tickets which are for those family or friends you wish to bring with you to celebrate your special day.

You can confirm your attendance and book complimentary guest tickets free of charge. Bookings close on 11 July 2023.

When booking you will need to have your NEBOSH learner number to hand. If you do not know this please contact the Graduation team or refer to your invitation email.

If you do not receive a booking confirmation email from Eventbrite, within 24 hours of confirming your own attendance, please contact [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk).





## Book seats for your guests

### Guest tickets

You can book up to two complimentary guest tickets free of charge.

Your guest seats are booked via the Eventbrite form when you confirm your diplomate place.

Due to limited space at this popular event, we are only initially able to guarantee you two guest tickets. However, we do operate a waiting list for additional tickets. Requests are limited to two extra tickets per diplomate. 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 11 July. We will confirm the extra guest tickets via email. When booking please do not include yourself in the 'guest' tickets - you will be required to book a 'diplomate' 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 guest.

### Confirmation

If you do not receive this email within 24 hours, please check your junk folder before contacting the Graduation team using the details below.

### Cancellations and changes

You can amend or cancel your booking by contacting the Graduation team at [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) or call +44(0)116 263 4700.



## Order your academic dress

Everyone graduating is required to wear full academic dress, which must be hired from graduation specialists Ede & Ravenscroft. You may not use your own cap and gown.

Online bookings can be made on their website - [www2.edeandravenscroft.com/graduation/](http://www2.edeandravenscroft.com/graduation/)

To ensure the correct fit, you will be asked to provide the following measurements when booking, so please have these ready:

- your head circumference for your cap
- your height and chest measurement

When asked to 'select your institution' type NEBOSH.



Please choose the gown option for the qualification you have achieved:

### 1 **Diplomate academic dress**

For NEBOSH diplomates and HSE Regulatory diplomates. This consists of a blue gown with a hood trimmed with blue, cream and purple. Caps are blue square mortar boards with silk tassel.

The cost for diplomate academic dress hire is £45.

### 2 **Masters academic dress**

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

The cost for Masters academic dress hire is £51.

Please ensure you order your academic dress before bookings close on 11 July 2023.



## Make an appointment for souvenir photography

### Photography service

Ede & Ravenscroft provide an optional graduation photography service. They offer a range of packages for you to choose from.

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

Their contact details can be found in the Useful Contacts section.

Bookings can be made at [www2.edeandravenscroft.com/graduation/](http://www2.edeandravenscroft.com/graduation/).

Bookings close 11 July 2023.

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 Ede & Ravenscroft's website after the ceremony. They will email you a link to these photos afterwards.

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





## Getting there

### Venue address:

University of Warwick,  
Coventry,  
CV4 7AL

### By road

You can reach Warwick Arts Centre via the A45, A46, M40 and M42. When approaching Coventry, follow “Warwick Arts Centre” or the “University of Warwick” signs. For SatNav users, the postcode is CV4 7AL.

### By rail and 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 takes approximately 10 minutes. On campus, the taxi rank is at the side of Warwick Arts Centre, next to the bus interchange.

### By 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](#).





## 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.

We are pleased to offer you free parking in any of the campus car parks if you register [here](#) for a permit in advance. When booking, type NOTRV into the promo code box (please make sure there are no spaces in between characters or before the first character. You must TYPE this code and not copy and paste). Adding this code will ensure that your total changes to "£0.00".

You do not need to print and display your parking permit, as the car parks at the University of Warwick use cameras to automatically verify whether you have a valid permit. Please note the cost for all day parking is £25, if code NOTRV is not used. Fines will apply if you do not make a parking booking online.

### Disabled parking

There are limited designated disabled bays on campus and in University of Warwick car parks. Please follow the above process to obtain a permit in advance and display your blue badge when parking in a disabled parking space.

If you have any questions, please contact [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) or call +44(0)116 263 4700.





## On the day timetable

Time	What	Where
8.00 - 9.30am	Arrive at the University of Warwick	University of Warwick
8.00 – 10.00am	Register	Warwick Arts Centre, ground floor
8.00 – 10.15am	Collect academic dress	Warwick Arts Centre, ground floor
8.00 – 10.15am	Souvenir photography (if applicable)	Warwick Arts Centre, ground 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)	Warwick Arts Centre, ground floor
12.30 – 2.45pm	Return your academic dress	Warwick Arts Centre, ground floor



## On the day – When to arrive and what to bring

### When to arrive

Registration, gowning and photography opens at 8am in the Warwick Arts Centre, ground floor. 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. Both locations are outlined on the campus map on page 10.

Please note that the ceremony hall doors do not open until 10am.

NEBOSH staff will be available around the venue 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:

- Eventbrite booking confirmation
- Academic dress booking confirmation
- Photography booking confirmation
- Camera
- Umbrellas or sun cream, just in case!



## The ceremony

The doors to the ceremony will open 45 minutes before it starts. NEBOSH Chief Executive Officer Andy Shenstone will welcome everyone and introduce our guest of honour, who will make an address.

Please note: You will be seated in order of stage appearance, which means 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.

All diplomates will be called in turn to the stage where their name will be announced and they will be congratulated.

Awards will be presented to the Best Candidate for Certificate and Diploma qualifications during the ceremony.

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.





## After the ceremony

We'll continue the celebrations with a complimentary drinks reception for you and your guests after the 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 at 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 more about what the Alumni has to offer. You will be able to collect your exclusive NEBOSH Alumni pin badge too!

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





## Frequently asked questions

### Who is eligible to attend the 2023 ceremony?

The 2023 ceremony celebrates the achievements of successful diplomates whose results are declared between 7 June 2022 and 12 June 2023.

All eligible diplomates will be invited by NEBOSH via email.

If you already have your results and think you may be eligible but haven't heard from us, please contact us at [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk).

### Why will you not accept bookings after 11 July 2023?

Once the bookings have been received, NEBOSH and the venue have administration work to do before the event to ensure the event runs smoothly.

### Will I receive tickets before the event?

When you book, you will receive a confirmation booking email from Eventbrite. Please print this out and bring it with you to registration where you will be given your name badge and allocated seats for you and your guests.

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

If you cannot attend the ceremony this year, please complete the deferral form [here](#) and we can reinvite you to the 2024 ceremony instead. Please note that you may only defer your place twice.

### Can I bring more guests than the two complimentary allocated tickets?

We are initially restricting bookings to up to two per diplomate. If further tickets become available nearer the time, we will release additional seats to be booked. You will be asked to register your interest in additional guest seating when you book your place via the Eventbrite booking form.

### 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 hall for a long time.

As diplomates are seated separately from their guests, children under 16 must be accompanied by another adult.

We will allocate your guests with children near an exit so they can leave the hall during the ceremony with minimal disruption if necessary.



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, your party will be alerted when you are about to go on stage.

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

### **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 accessible 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.

### **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/>.

After your ceremony there will be a complimentary drinks reception.

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

#### **Before 4 September 2023**

Should you need to cancel your gown booking, you can claim a refund up to 7 days before the ceremony. You can do this through the Ede & Ravenscroft website or by contacting their Customer Services team on +(44) 01223 861 854. Their contact details are on the Useful Contacts page.



## Between 4 September - 11 September 2023 (Graduation day)

If you need to cancel your gown between these dates you will not receive a refund, but Ede & Ravenscroft can defer the booking to a future ceremony. Please contact their Customer Services team on +(44) 01223 861 854.

## What should I wear underneath my gown?

We recommend wearing smart, comfortable clothing.

It is important to remember that from the elbow down your arm will be visible against the gown, particularly if you're wearing a long-sleeved shirt, so you may want to wear a jacket or long sleeves underneath your robe.

Although most gowns and hoods now have velcro, it's still a good idea to wear something with a buttoned front as it will help the hood neckband to sit better.

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

Yes, we can provide you with an invitation letter which can be used as part of your visa application. It is then up to you to apply for your own visa. To request an invitation letter please email [graduation@nebosh.org.uk](mailto: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 your 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 complete the deferral form [here](#) and we can defer your invitation until 2024.

## What if I or a member of my party feel ill or need first aid on the day?

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



## Accommodation – list of local hotels

### **Scarman**

University of Warwick, Scarman,  
Scarman Rd, Coventry CV4 7AL

Distance: 0.3 miles

### **Premier Inn Coventry South (A45) hotel**

Kenpas Hwy, Coventry CV3 6PB

Distance: 1.9 miles

### **Village Hotel Coventry**

Coventry Business Park, The Village  
Hotel & Leisure Club, Dolomite Ave,  
Coventry CV4 9GZ

Distance: 1.8 miles

### **Holiday Inn Kenilworth - Warwick, an IHG Hotel**

212 Abbey End, Kenilworth CV8 1ED

Distance: 2.6 miles

### **Britannia Hotel**

Fairfax St, Coventry CV1 5RP

Distance: 3.1 miles

### **Ramada Hotel & Suites by Wyndham Coventry**

Butts, Earlsdon, Coventry CV1 3GG

Distance: 2.5 miles

### **Nailcote Hall Hotel**

Nailcote Ln, Berkswell, Coventry CV7  
7DE

Distance: 2.4 miles

### **Premier Inn Coventry City Centre (Earlsdon Park) hotel**

Earlsdon Park, 53-55 Butts Rd, Coventry  
CV1 3BH

Distance: 2.4 miles

Please note that this listing does not  
imply a recommendation from NEBOSH  
and is not comprehensive.



## Useful contacts

### **NEBOSH Graduation team**

Contact with any queries, special requests, changes or delays on the day

[graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk)

+44 (0)116 263 4700

[www.nebosh.org.uk/events/nebosh-graduation/](http://www.nebosh.org.uk/events/nebosh-graduation/)

### **Ede & Ravenscroft gowning and photography**

Queries relating to academic dress hire or photography

[customerservices@edeandravenscroft.com](mailto:customerservices@edeandravenscroft.com)

[photography@edeandravenscroft.com](mailto:photography@edeandravenscroft.com)

+44 (0)1223 861 854

[www2.edeandravenscroft.com/graduation/](http://www2.edeandravenscroft.com/graduation/)





## Terms and conditions

- 1 When booking, it is the diplomate's own responsibility to ensure that the details on the booking have 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.
- 4 Pushchairs cannot be taken into the ceremony hall, but we will reserve a space for them in a secure area near the hall. This area will be staffed during the ceremony should you need to retrieve any items from your pushchair.
- 5 All diplomates can book up to two complimentary guest tickets, with an option to be considered for a further two seats, should they become available.
- 6 A limited number of disabled parking spaces are available on site on a first come first served basis.
- 7 In the event that you have to cancel your booking, please email [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) to cancel your own place and guest tickets.
- 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).
- 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 (including children) agree to their image being captured for the purposes stated above.
- 12 We do not anticipate that the 11 September 2023 graduation date will change but we will continue to monitor the situation with COVID-19. If the ceremony is to be postponed or cancelled for this, or any other reason, NEBOSH cannot be held responsible for any expenses incurred by our diplomates or their guests.
- 13 Please note that with the exception of assistance dogs, animals are not allowed on the premises.

# NEBOSH Graduation and Awards Ceremony

September 11 2023, University of Warwick



## Follow NEBOSH on:

 [www.linkedin.com/company/nebosh](https://www.linkedin.com/company/nebosh)

 [www.facebook.com/neboshofficial](https://www.facebook.com/neboshofficial)

 @NEBOSHTweets

 [www.youtube.com/neboshofficial](https://www.youtube.com/neboshofficial)

 [www.tiktok.com/@neboshhq](https://www.tiktok.com/@neboshhq)

## NEBOSH

Dominus Way  
Meridian Business Park  
Leicester LE19 1QW  
United Kingdom

NEBOSH, the National Examination Board in Occupational Safety and Health, is a world leading provider of Health, Safety, Environmental and Wellbeing qualifications.

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