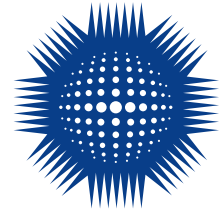




2022

**NEBOSH  
GRADUATION  
& AWARDS  
CEREMONIES**



nebosh

**A GUIDE TO  
YOUR GRADUATION**

Monday 5 September 2022



# 2022 NEBOSH GRADUATION & AWARDS CEREMONIES



## INTRODUCTION

### 2022 NEBOSH Graduation and Awards Ceremonies

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 one of the NEBOSH Graduation and Awards Ceremonies, taking place at the Symphony Hall, Birmingham on Monday 5 September 2022.

As this will be the first time we have been able to hold a graduation ceremony since 2019, we have arranged two ceremonies to accommodate everyone. Your invite will specify if you will graduate at the morning or afternoon celebration.

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 the whole document using the arrows in the top righthand corner of each page. Alternatively, click on the topic of interest from the list below to go straight to that content. Clicking on the 2022 logo on any page in the document will return you to the contents page.

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# 2022 NEBOSH GRADUATION & AWARDS CEREMONIES



## CONFIRM YOUR ATTENDANCE

Eligible Diplomates will receive an invitation email when bookings open in April 2022. Diplomates must register via an Eventbrite booking page. They will then receive a confirmation email which includes a link to book guest tickets via Symphony Hall's Box Office.

You can confirm your attendance and book up to four complimentary guest tickets free of charge. Bookings close 17 June 2022.

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

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

You will be issued e-tickets for your guests from the Symphony Hall Box Office. Please bring these with you on the day, either printed or on your phone.







## BOOK SEATS FOR YOUR GUESTS

### Guest tickets

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

All bookings should be made via Symphony Hall Box Office either:

- Online: using the event link supplied in your registration confirmation email.
- Over the phone: +(44) 0121 780 3333.

We would advise you to call if:

- 1 Your guests have any access requirements.
- 2 Your party includes young children. While children may attend, we would advise that this occasion is not suitable for children under the age of five. Anyone under the age of 16 must be accompanied by an adult.

### Confirmation

You will receive a confirmation email from Symphony Hall Box Office immediately. If you do not receive this, please contact the Box Office directly.

### My plans have changed

If you need to amend your guest tickets, please contact Symphony Hall Box Office directly.

### I need to cancel

If you need to cancel, please email [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) to cancel your place and then contact Symphony Hall Box Office directly to cancel your guest tickets.





## ORDER ACADEMIC DRESS

Everyone graduating is required to wear full academic dress, which must be hired from graduation specialists Ede & Ravenscroft.

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 ensure that you select the correct ceremony timing that you have been allocated.**

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

### 1 Diplomat 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 Diplomat 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 17 June 2022.





## MAKE AN APPOINTMENT FOR SOUVENIR PHOTOGRAPHY

### Photography service

Ede & Ravenscroft provide an optional graduation photography service. They offer a range of packages, with prices starting at £30 plus postage.

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 17 June 2022.

In addition, Ede & Ravenscroft will aim to take a photograph of each Diplomate 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. We 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 sent free of charge.







## GETTING THERE

### Venue address:

Symphony Hall  
8 Centenary Square  
Birmingham  
B1 2EA

### By road

Birmingham is easily accessible from the M5, M6, M40 and M42.

Follow signs to Birmingham City Centre and then follow the brown tourist signs to the International Convention Centre (ICC) and Arena Birmingham. Symphony Hall is not featured on road signage.

Birmingham City Council have introduced a Clean Air Zone across the city, restricting free access for certain types of vehicle. For information visit [www.brumbreathes.co.uk](http://www.brumbreathes.co.uk).

For more information on parking, please see the following **Parking** section.

### By rail

Birmingham New Street and Snow Hill stations are within easy walking distance of Symphony Hall. Moor Street and Five Ways are slightly further away but still within walking distance.

For those who arrive at Birmingham New Street station, you can get the Tram to Centenary Square (right outside Symphony Hall) from Grand Central New Street – Midland Metro Stop, Platform 1, Stephenson Street – which is immediately outside the station. The journey takes approximately 5 minutes and the trams run every few minutes.

### By air

Birmingham International Airport's adjacent rail station – Birmingham International – has frequent trains to the city centre.

For more information to help you plan your journey visit: <https://bmusic.co.uk/your-visit/symphony-hall/getting-here>

# 2022 NEBOSH GRADUATION & AWARDS CEREMONIES



## PARKING

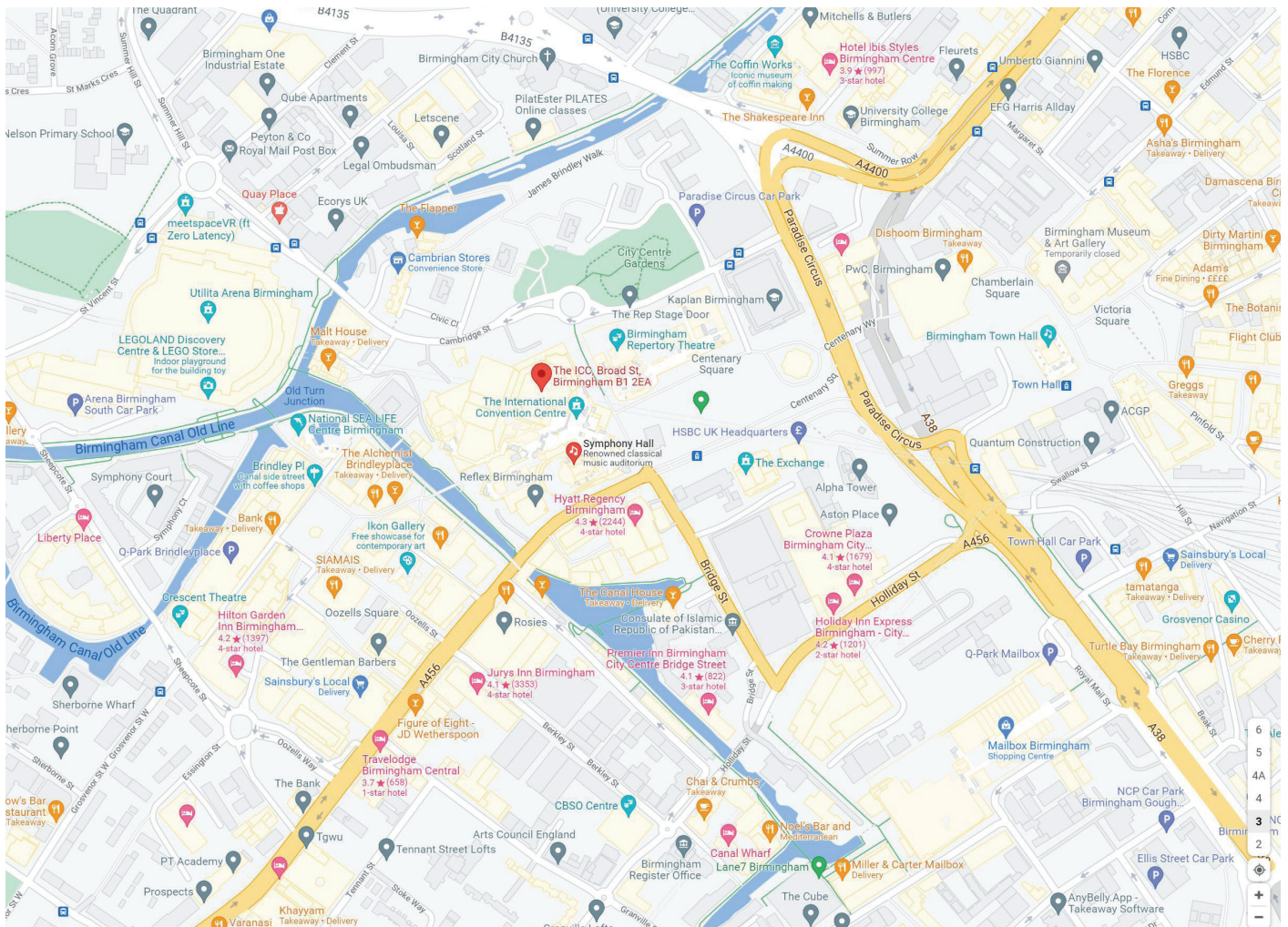
The graduation ceremonies are taking place in central Birmingham, which has a number of parking options.

The closest car park is Paradise Circus multi-storey car park (Brindley Drive, B1 2NB). Please check local diversions for access around Paradise Circus.

You can find available parking options here: [https://www.birmingham.gov.uk/info/50027/find\\_parking](https://www.birmingham.gov.uk/info/50027/find_parking)

### Disabled parking

If you or one of your guests are a blue badge holder, onsite disabled parking can be booked in advance on a first come, first served basis. Please call Symphony Hall Box Office on +(44) 0121 780 3333 to do this. Please note that you will need your blue badge number and vehicle registration ready for your call. Alternatively, you will need to find disabled parking in one of the multi-storey car parks nearby.





## ON THE DAY TIMETABLE

### Morning ceremony

Time	What	Where
8.00-10.00am	Registration & gowning	Birmingham Rep Theatre (adjacent to the Symphony Hall)
9.45-10.30am	Seat guests	Symphony Hall
10.30-12.00pm	Ceremony	Symphony Hall
12.00-1.00pm	Drinks reception	Symphony Hall

### Afternoon ceremony

Time	What	Where
1.00-3.00pm	Registration & gowning	Birmingham Rep Theatre (adjacent to the Symphony Hall)
2.45-3.30pm	Seat guests	Symphony Hall
3.30-5.00pm	Ceremony	Symphony Hall
5.00-6.00pm	Drinks reception	Symphony Hall





## ON THE DAY - WHEN TO ARRIVE AND WHAT TO BRING

### When to arrive

If you have received an invitation to attend the first ceremony at 10.30am, then please arrive for Registration, Gowning and Photography from 8am. Please note Registration will close at 10am.

If you have received an invitation to attend the second ceremony in the afternoon at 3.30pm, then please arrive from 1pm for Registration, Gowning and Photography. Please note Registration will close at 3pm.

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:

- Booking confirmation
- E-tickets for your guests
- Academic dress booking confirmation
- Photography booking confirmation
- Camera



# 2022 NEBOSH GRADUATION & AWARDS CEREMONIES



## THE CEREMONY

The doors to the ceremony will open 45 minutes before your ceremony. NEBOSH Chief Executive Officer Andrew Wilkinson-Sharpe will welcome everyone and introduce our guest of honour Louise Adamson, 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 ceremonies.

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

**Please note:** If you miss the morning or afternoon ceremony you have been allocated you will not be able to join another. However, we can invite you to next year's event if you email us at [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk).





# 2022 NEBOSH GRADUATION & AWARDS CEREMONIES



## AFTER THE CEREMONY

We'll continue the celebrations with a complimentary drinks reception for you and your guests for an hour after both Graduation & Awards Ceremonies.

There will be a number of exhibition stands for your perusal.

The NEBOSH Alumni will be exhibiting at both drinks receptions. 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 the 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 2022 ceremony?**

The 2022 ceremonies celebrate the achievements of successful Diplomates whose results are declared between 11 May 2019 and 6 June 2022.

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 17 June 2022?**

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

### **Will I receive tickets before the event?**

All guest tickets will be e-tickets and Diplomates will be able to collect their name badge with their seat number on the day.

### **If I miss one of the ceremonies can I attend the other?**

Unfortunately not as plans have been made for you to attend the specific ceremony that you have been allocated to.

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

If you cannot attend a ceremony this year, email [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) and we can reinvoke you to the 2023 ceremony instead. Please note that you may only defer your place twice.

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

We are restricting bookings to up to four per Diplomate. If further tickets become available nearer the time, we will release additional seats to be booked. Please note these seats will be separate to the seats booked in the first instance.

### **Can I amend or change my booking?**

If you wish to amend and update your guest tickets, you will need to contact Symphony Hall Box Office directly.

### **What are the venue's COVID-19 guidelines?**

As the government is continually reviewing the situation, the venue will adhere to Government guidelines. Further information about the current requirements can be found [here](#).



## FREQUENTLY ASKED QUESTIONS CONTINUED

### **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.

If you are bringing a young child, you will need to book your place over the phone +(44) 0121 780 3333 with Symphony Hall Box Office. They will allocate your guests seating 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 ceremonies should you need to retrieve any items from your pushchair.

### **Are there special arrangements for people with access difficulties?**

Symphony Hall is accessible to wheelchair users, and has dedicated spaces for wheelchairs.

It is very helpful to know whether guests who are wheelchair users would prefer to transfer to a seat or remain in their wheelchair. This will help us allocate appropriate seating.

To book accessible seating for your guests, please call Symphony Hall Box Office +(44) 0121 780 3333.

Lifts are available to access the upper levels of Symphony Hall, but there are steps in the auditorium on all levels, including the stalls.

If you (the Diplomate graduating) require accessible seating please let us know on the registration form so we can allocate you with appropriate seating.

### **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?**

Symphony Hall has a few eateries in the atrium on site that will be open throughout the day. There are a lot of restaurants within walking distance in Birmingham City Centre.

After your ceremony there will be a complimentary drinks reception.



## FREQUENTLY ASKED QUESTIONS CONTINUED

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

#### **Before 17 June 2022**

If you need to cancel your gown and claim a refund before bookings close on 17 June 2022, you can do this through the Ede & Ravenscroft website or by contacting their Customer Services team +(44) 01223 861 854. Their contact details are on the useful contacts page. Please note that there is a £1.50 admin charge for gown cancellations. Alternatively your gown can be deferred to the next NEBOSH Graduation Ceremony.

#### **Between 17 June - 5 September 2022 (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 & Ravenscroft. A valid reason must be given 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.

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. Please request this by emailing [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 ceremonies please let us know by emailing [graduation@nebosh.org.uk](mailto:graduation@nebosh.org.uk) and we can defer your invitation until 2023.

### **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 NEBOSH or Symphony Hall staff who will be able to help.





## ACCOMMODATION – LIST OF LOCAL HOTELS

### **Crowne Plaza Birmingham City Centre**

19 Holliday Street, Central Square, Birmingham,  
B1 1HH

### **Hampton by Hilton Birmingham Broad Street**

200 Broad Street, Birmingham, B15 1SU

### **Hilton Garden Inn Birmingham Brindley Place**

1 Brunswick Square, Birmingham, B1 2HW

### **Hyatt Regency Birmingham**

2 Bridge Street, Birmingham, B1 2JZ

### **Ibis Styles Birmingham Centre**

160 Broad Street, Birmingham, B15 1DT

### **Jurys Inn Birmingham**

245 Broad Street, Birmingham, B1 2HQ

### **Malmaison Birmingham**

The Mailbox, 1 Wharfside Street, Birmingham,  
B1 1RD

### **Novotel Birmingham Centre Hotel**

70 Broad Street, Birmingham, B1 2HT

### **Radisson Blu Hotel Birmingham**

12 Holloway Circus, Queensway, Birmingham,  
B1 1BT

There are other hotels in Birmingham; these are just some of the hotels nearest to the venue.

To help you enjoy your time in Birmingham and the West Midlands, please click [here](#) for helpful tips on where to eat and drink and how to get around.

To book special rates on accommodation, use the booking portal [here](#).

If you have any questions about accommodation, you can contact the Birmingham & The West Midlands Convention Bureau on:

Tel: 0121 202 5100

Email: [bcb.events@wmgrowth.com](mailto:bcb.events@wmgrowth.com)

Operating Hours: 09:00-17:00, Monday-Friday

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

<https://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/)

### **Symphony Hall**

To book tickets over the phone (including tickets with children and any access requirements) and any queries on the day

+44 (0)121 780 3333

(open 10am – 2pm BST Monday – Saturday)

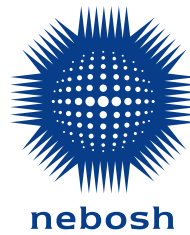


## TERMS AND CONDITIONS

- 1 When booking, it is the Diplomat'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. However, please call Symphony Hall Box Office to ensure that you are allocated seats reserved for children.
- 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 ceremonies should you need to retrieve any items from your pushchair.
- 5 All Diplomates can book up to four complimentary guest tickets.
- 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 contact Symphony Hall to cancel your guest tickets.
- 8 NEBOSH reserves the right to postpone or cancel the graduation ceremonies. 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 Diplomat 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 agree to their image being captured, for the purposes stated above.
- 12 We do not anticipate that the 5 September 2022 graduation date will change but, because of the ongoing COVID-19 pandemic, we continue to monitor the situation. If the ceremonies are 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.

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NEBOSH, the National Examination Board in Occupational Safety and Health,  
is a world leading provider of health, safety, risk, environmental and wellbeing qualifications.

Registered in England and Wales | Company number: 2698100 | Registered charity number: 1010444

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