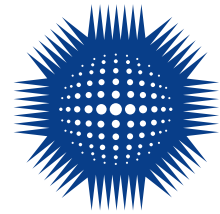




2020

**NEBOSH
GRADUATION
& AWARDS
CEREMONY**



nebosh

A GUIDE TO YOUR GRADUATION

Monday 14 September 2020





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 2020 logo on any page in the document will return you to the contents page.

CONTENTS

Introduction

Things to book

How to book your tickets

Guests and confirmation

Academic dress

Souvenir photography

On the day

Getting there

Parking

On the day - timetable

On the day - when to arrive and what to bring

The ceremony

After the ceremony

Frequently asked questions

Other important information

Accommodation

Useful contacts

Graduation terms and conditions

2020 NEBOSH GRADUATION & AWARDS CEREMONY



INTRODUCTION

2020 NEBOSH Graduation & Awards Ceremony

Congratulations on attaining 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 our Graduation and Awards Ceremony, at the Symphony Hall, Birmingham on Monday 14 September 2020.

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 or call +44 (0)116 263 4700.

We look forward to seeing you there!



2020 NEBOSH GRADUATION & AWARDS CEREMONY



HOW TO BOOK YOUR TICKETS

Eligible Diplomates will receive an invitation email when bookings open in June. It will have a link to Symphony Hall's ticketing system, which is password protected.

You can book your ticket and two complimentary guest tickets free of charge. Additional tickets will be charged at £10 including VAT and these will be restricted to four per person. Bookings close 4 September 2020.

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 learner number to hand. If you do not know this please contact the Graduation Team.

Tickets will be posted to you, if you are in the UK. If you are based overseas please collect your tickets at the Box Office on the day.



2020 NEBOSH GRADUATION & AWARDS CEREMONY



GUESTS AND CONFIRMATION

Guest tickets

You can book two complimentary guest tickets free of charge and will be able to purchase up to four additional tickets for £10 each including VAT.

All bookings should be made via The Symphony Hall Box Office either online or over the phone. You will be sent the link to the event in your invitation email.

If you or any of your guests have any access requirements, you will need to call The Symphony Hall Box Office on +(44) 0121 780 3333. The team will be able to arrange suitable seating for you and your guests.

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. If you wish to book tickets for children, please do this over the phone with The Symphony Hall Box Office.

Confirmation

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

My plans have changed

You can amend your booking until bookings close on 4 September 2020 by contacting The Symphony Hall Box Office directly. After this date, if you can no longer attend, please inform NEBOSH (please note that refunds will not be given after 4 September).





ACADEMIC DRESS

Everyone graduating is required to wear full academic dress, which must be hired from graduation specialists Ede & Ravenscroft who will be on hand on the day to assist with dressing.

This is a compulsory dress code denoting the degree level of your qualification.

Before booking you will need your measurements to hand, including:

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

To book your gown visit:

[www.gownhire.co.uk/Gownhire/
FindInstitution.aspx](http://www.gownhire.co.uk/Gownhire/FindInstitution.aspx)

Please ensure that you select 'NEBOSH' as your institution. Bookings open 1 June. There are two gown options to select from:

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.

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 all academic dress hire is £45.00.

The deadline for booking your academic dress is 4 September 2020.



2020 NEBOSH GRADUATION & AWARDS CEREMONY



SOUVENIR PHOTOGRAPHY

Photography Service

Ede & Ravenscroft also provides an optional graduation photography service. They offer a range of 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 Ede & Ravenscroft's website after the ceremony. We will email you afterwards the link to these photos.

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

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

Bookings open 1 June, to book your photography before the 4 September deadline visit: www.gownhire.co.uk/Gownhire/FindInstitution.aspx.

If you don't wish 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

A major transformation of Paradise Circus has occurred and the extensive highway works will affect your journey to the Symphony Hall. Please allow plenty of time to arrive on the day.

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. The Symphony Hall is not featured on road signage.

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 the 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 Tram's 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 and to plan your journey visit: <https://www.thsh.co.uk/your-visit/getting-here>

2020 NEBOSH GRADUATION & AWARDS CEREMONY



PARKING

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

The most convenient car park is the **Q-Park Brindleyplace** (1 Brunswick Street, B1 2JF) which has 890 car parking spaces. We have supplied details of their standard rates below:

Standard Rates

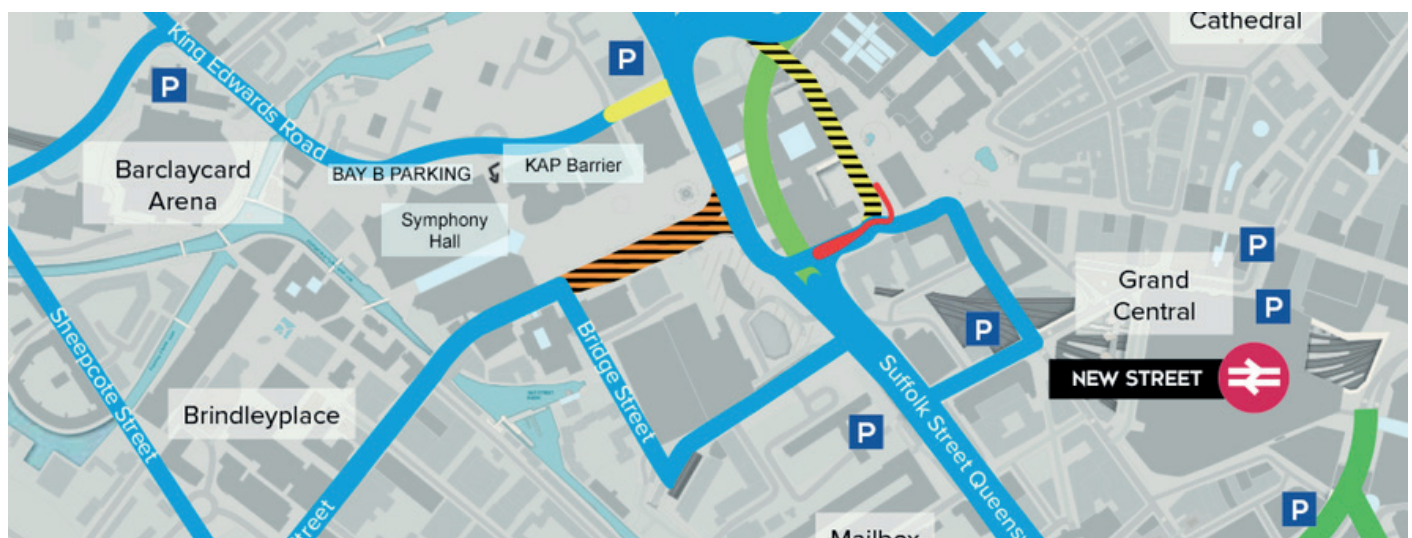
Up to 1 hour	£2.20
Up to 2 hours	£4.50
Up to 3 hours	£6.80
Up to 4 hours	£9.00
Up to 5 hours	£11.50
Up to 7 hours	£12.00
Up to 8 hours	£13.00
Up to 10 hours	£14.00
Up to 12 hours	£16.00
Up to 24 hours	£19.00

These costs were correct at the time of publishing. We cannot guarantee these costs will not change before graduation day.

Additional spaces are available in the main pay and display car park underneath the Barclaycard Arena (B1 2AA); the Paradise Circus multi-storey car park (B1 2NB); and the Cambridge Street car parks.

Disabled parking

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





ON THE DAY TIMETABLE

Time	What
11.30am	Arrive at Symphony Hall and register
11.30-1pm	Collect academic dress
11.30-1pm	Souvenir photography (if applicable)
1pm	Symphony Hall doors open
1.45pm	Take your seats
2pm	Graduation ceremony commences
3pm	Graduation ceremony ends
3-4pm	Celebratory drinks reception
3-4pm	Souvenir photography (if applicable)
4pm	Deadline to return your academic dress

2020 NEBOSH GRADUATION & AWARDS CEREMONY



ON THE DAY – WHEN TO ARRIVE AND WHAT TO BRING

When to arrive

Registration, gowning and photography opens at 11.30am at Symphony Hall. You should aim to arrive no later than 12.30pm 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 1.45pm.

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

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:

- Ticket booking confirmation
- Guest tickets if received (if not, collect at the Box Office)
- Academic dress booking confirmation
- Photography booking confirmation
- Camera



2020 NEBOSH GRADUATION & AWARDS CEREMONY



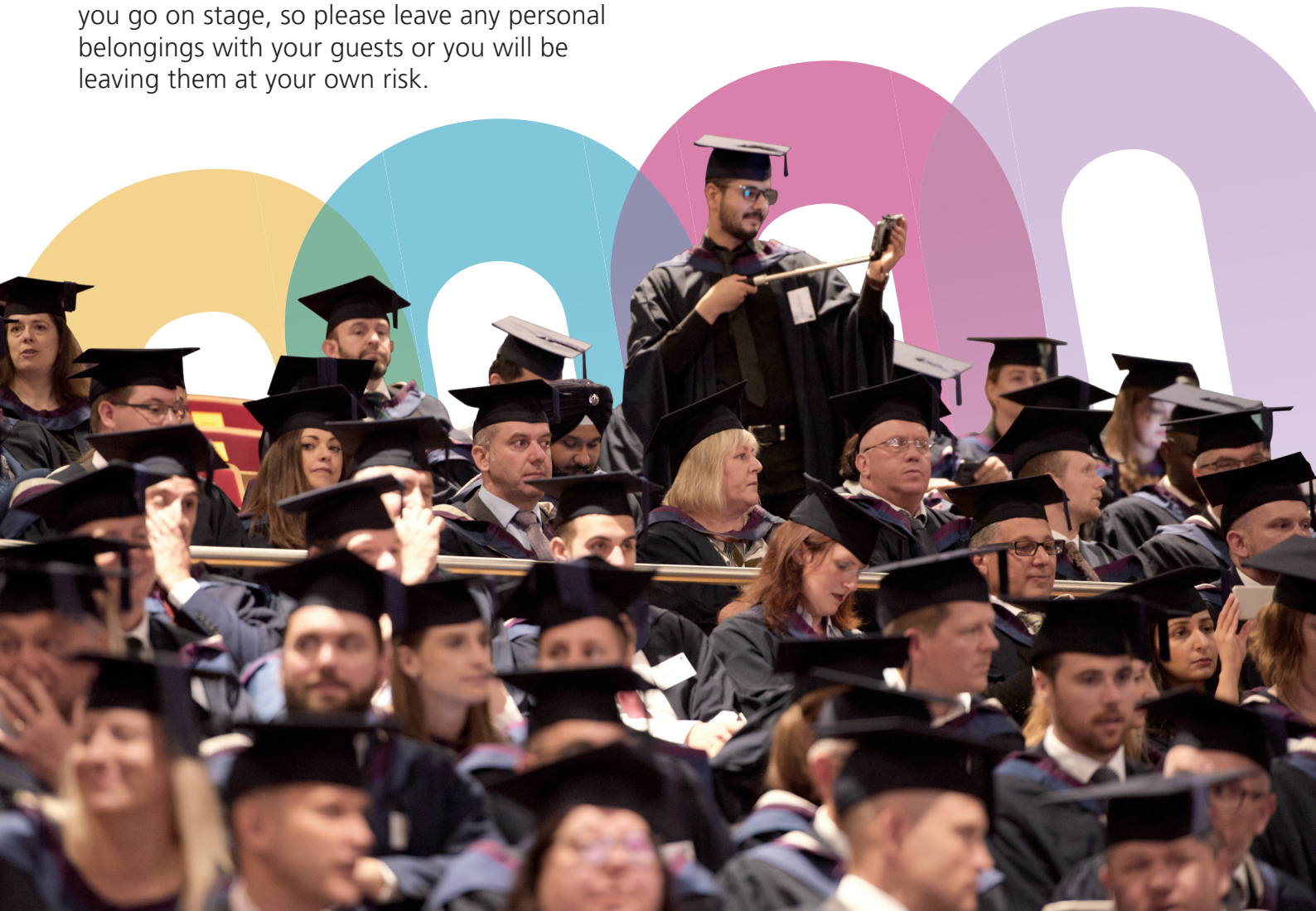
THE CEREMONY

The doors to the ceremony will open at 1pm. You should be seated no later than 1.45pm in time for the Graduation and Awards Ceremony to begin at 2pm. NEBOSH Chair, Bill Nixon will welcome everyone and introduce our guest of honour Geoff McDonald, Founder of Minds@Work who will make an address.

All Diplomates will be called in turn to the stage where their name will be announced and they will be personally congratulated by NEBOSH Chair and the guest of honour. 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.

Awards will be presented to this year's top performing candidates 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.



2020 NEBOSH GRADUATION & AWARDS CEREMONY



AFTER THE CEREMONY

We'll continue the celebrations with a complimentary drinks 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 photobooth for you to enjoy. Please note 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 more about what the Alumni offers you. 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.





FREQUENTLY ASKED QUESTIONS

Who is eligible to attend the 2020 ceremony?

The 2020 ceremony celebrates the achievements of successful Diplomates whose results are declared between 11 May 2019 and 5 August 2020.

All eligible Diplomates will be contacted by NEBOSH via email.

If you already have your results and think you may be eligible but haven't heard from us by July, please contact us at graduation@nebosh.org.uk

Why will you not accept bookings after 4 September 2020?

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?

Guest tickets for UK based Diplomates will be sent out in advance in the post.

All other tickets can be collected from Symphony Hall box office.

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

If you cannot attend this year's ceremony, email graduation@nebosh.org.uk and we can reinvite you to the 2021 ceremony instead. Please note that you may only defer your place twice.

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

You can bring up to a further four guests. You will need to pay a £10 (inclusive of VAT) fee per guest when booking online or over the phone via the Symphony Hall Box Office.

Can I amend or change my booking?

If you wish to amend and update your guest tickets, you will need to contact The Symphony Hall Box Office directly, who will be able to process any further payments and make refunds. You will be able to select your seats via the online booking form.



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 the 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 ceremony 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 you prefer to transfer from your wheelchair to a seat or remain in your wheelchair for the ceremony so we can allocate appropriate seating for you.

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

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

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

After the ceremony there will be a complementary drinks reception.



FREQUENTLY ASKED QUESTIONS CONTINUED

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

Before 4 September

If you need to cancel your gown and claim a refund before bookings close on 4 September, you can do this through the Ede and 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 £1.80 admin charge for gown cancellations. Alternatively your gown can be deferred to the next NEBOSH Graduation Ceremony.

Between 4 - 14 September (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. Occupational uniforms or traditional dress can also be worn under the gown.

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

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 and we can then defer your invitation until 2021.

The final date for requesting a visa letter of invitation is 10 August 2020.

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

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 some of the hotels nearest to the venue.

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
+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

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 – 6pm 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/buggies may not be brought into the ceremony hall. They will be kept in our designated buggy park which is staffed by NEBOSH at all times.
- 5** All Diplomates are allocated two complimentary guest tickets, but can purchase a further four tickets at £10 each (inclusive of VAT).
- 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 a booking, please contact Symphony Hall Box Office as soon as possible. Bookings can be amended up until 4 September. After this date any amendments should be sent by email 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 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. The last date for requesting a visa letter of invitation is 10 August 2020).
- 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 premises.





2020

**NEBOSH
GRADUATION
& AWARDS
CEREMONY**



YOUR GRADUATION
Monday 14 September 2020

Follow us:

-  www.linkedin.com/company/nebosh
-  www.facebook.com/neboshofficial
-  [@NEBOSHTweets](https://twitter.com/NEBOSHTweets)
-  www.youtube.com/neboshofficial

NEBOSH

Dominus Way
Meridian Business Park
Leicester LE19 1QW
United Kingdom

t +44 (0)116 263 4700
f +44 (0)116 282 4000
info@nebosh.org.uk
www.nebosh.org.uk

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

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

© Copyright NEBOSH 2020