New member ceremony – important information

This document will provide you with all the relevant information you need for your upcoming new member ceremony. Please read this carefully and if you have any questions, please contact conferences@rcp.ac.uk or call 020 3075 2389.

For 2022 we are trialling back-to-back new member ceremonies. This means that on the day of your ceremony there will be another ceremony taking place later that day.

COVID-19 protocols
- You may be asked to wear a mask or face covering when in the building
- Temperature checks will be undertaken on arrival
- You will be asked to check in to the venue using the Test and Trace app
- If you, or your guests, are feeling unwell and have COVID-19 symptoms, please avoid coming to the ceremony
- All members and guests MUST be pre-registered

Arrival
- Dress code is smart but informal (lounge suit)
- Members and guests are asked to arrive at the RCP between 4.00pm and 5.30pm
- We recommend travelling by public transport where possible and if safe to do so, as car parking is very limited in and around the College
- You and your guests must sign in at the reception desk in the entrance hall
- Upon arrival, you will be able to hire your gown, have your photograph taken and attend pre-booked building or garden tours
- Tea and coffee will be available from 4.00pm in the Lower Hall and Platt Room

Guests
- All members are invited to bring a maximum of 4 guests to watch the ceremony
- All new members and guests MUST be pre-registered, we cannot accommodate any additional guests on the day
- Children are welcome and those over 1 are included in your guest count
- We do have crèche facilities available at this ceremony, however places are limited, please see further information about the crèche facilities within this document
- ONE guest per new member will be able to watch the ceremony from the balcony of the Dorchester Library
- All other guests will be invited to watch the ceremony via live stream into one of our lecture theatres
  o The Seligman Theatre will be our designated family friendly theatre, if you opt not to use the crèche we welcome all guests with young families to use this theatre for streaming purposes

Gowning
- Tempest Graduation Photography will be present to facilitate gown hire for the ceremony
- You will be able to collect your gown in the Linacre Room from 4.00pm – 5.30pm
- Tempest are providing this service with minimal touch points and have requested that you bring a guest with you to support you with gowning
- Members will be able to hire gowns to be worn during the ceremony or for the official photography, however it is not compulsory
- Gown hire costs £45 and can be ordered and paid for on the day, pre-ordering is not required
- There will be a designated drop off point for your gowns on the day
- Payment for gown hire must be paid at the time and the contractual agreement is between yourself and Tempest
- For more information or any queries relating to gowning please contact Tempest Graduation by email info@graduategowning.co.uk or by phone 01736 751 855

Photography
- Tempest Graduation Photography will also be providing the photography services for the ceremony
- The photography studio will be in the Council Chamber from 4.00pm – 5.30pm
- If you chose to have any photographs to be taken you need to attend within the pre-stated times, there is no need to book in advance
- It will not be possible to be photographed with your actual certificate before the ceremony, but you will be presented with a certificate case to be held for any photographs
  - This case will be cleaned between use
- Tempest will take a photograph of each new member receiving their certificate from the president
- Payment for photography must be paid at the time and the contractual agreement is between yourself and Tempest
- For more information or any queries relating to photography please contact Tempest Graduation on 01736 751 855

Crèche
- We are pleased to offer a crèche facility at this new member ceremony, it will be open from 4.30pm – 7.30pm
- The crèche is run by experienced staff who will care for and entertain your children
- The crèche can offer limited places to children between the ages of 6 months and 8 years
- If you wish to book your child into the crèche you must book in advance as places are limited
- There is a £25 charge per child which must be paid in advance
- Children placed in the crèche who are over 1 years are included in your 4 guest tickets
- Please add your child’s name and age in the access requirements box during the booking process

Building tours
- We will be offering members and their guests the opportunity to be taken on a building tour, guided by the Archive and Museum Services team
- Tours times will be confirmed in due course and shared with you as soon as possible
- Please contact conferences@rcp.ac.uk to register your interest and we will be in touch with timings when confirmed
- Tours will commence on the Lasdun Hall, between the Censors Room and the corridor
- Please arrive 5 minutes before your scheduled tour start time
New member ceremony

Garden tours
- We will be offering fellows and their guests the opportunity to be taken on tours of our garden guided by our garden fellows
- Tours times will be confirmed in due course and shared with you as soon as possible
- Please contact conferences@rcp.ac.uk to register your interest and we will be in touch with timings when confirmed
- Tours will commence on the lawn under the plane tree
- Please arrive 5 minutes before your scheduled tour start time

Ceremony
- New members will be asked to take their seats in the Dorchester Library promptly at 5.30pm following the sounding of the gong
- It is important you sit in the correct seat as you will be called up to the stage in alphabetical order by surname
- You will be given a briefing at 5.45pm before the ceremony begins
- The ceremony will begin at 6.00pm and we ask that all members are punctual as it is difficult to admit anyone once proceedings have commenced
- Only ONE guest per new member will be permitted to watch the ceremony from the Dorchester Library gallery
- A link will also be made available nearer the time for family and friends to watch from home

Celebratory buffet reception
- Following the ceremony, we will host a celebratory buffet reception
- All attendees must pre-book their place
- New members are able to attend the reception for free, please select the ticket option New member – ceremony + reception
- Guests are welcome to attend, but their place must be pre-booked and paid for in advance
  o A guest ticket to the reception costs £35 per guest aged 12 and over
  o Children under 12 are welcome at the reception but are not charged
- Please advise us of any dietary requirements in advance so that these can be accommodated
- If you have booked the ceremony only and want to change your mind, please email conferences@rcp.ac.uk no later than Wednesday 30 March 2022
# Schedule

A provisional schedule can be found below, some locations are subject to change, but we will advise you of the final schedule at least one week before the ceremony.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>4.00pm – 5.30pm</td>
<td>Reception</td>
<td>Registration</td>
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<tr>
<td>4.00pm – 5.30pm</td>
<td>Linacre Room</td>
<td>Gowning</td>
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<tr>
<td>4.00pm – 5.30pm</td>
<td>Council Chamber</td>
<td>Photography</td>
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<tr>
<td>4.00pm – 5.30pm</td>
<td>Platt and Lower Hall</td>
<td>Refreshments</td>
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<tr>
<td>4.30pm – 7.30pm</td>
<td>Sloane Room</td>
<td>Crèche Pre-booking is required</td>
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<tr>
<td>Times to be confirmed</td>
<td>Lasdun Hall</td>
<td>Pre-booked building tours Pre-booking is required</td>
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<tr>
<td>Times to be confirmed</td>
<td>Garden</td>
<td>Garden tours Pre-booking is required</td>
</tr>
<tr>
<td>5.30pm – 5.45pm</td>
<td>Dorchester Library</td>
<td>Members to take their seats</td>
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<tr>
<td>5.30pm – 5.45pm</td>
<td>Dorchester Library Gallery</td>
<td>One guest per member to take their seat</td>
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<tr>
<td>6.00pm – 7.00pm</td>
<td>Dorchester Library</td>
<td>Membership admissions ceremony</td>
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<tr>
<td>7.00pm – 8.00pm</td>
<td>Osler and Long room</td>
<td>Celebratory reception Pre-booking is required</td>
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