

HENLEY BUSINESS SCHOOL

GRADUATION 2011 AT GREENLANDS



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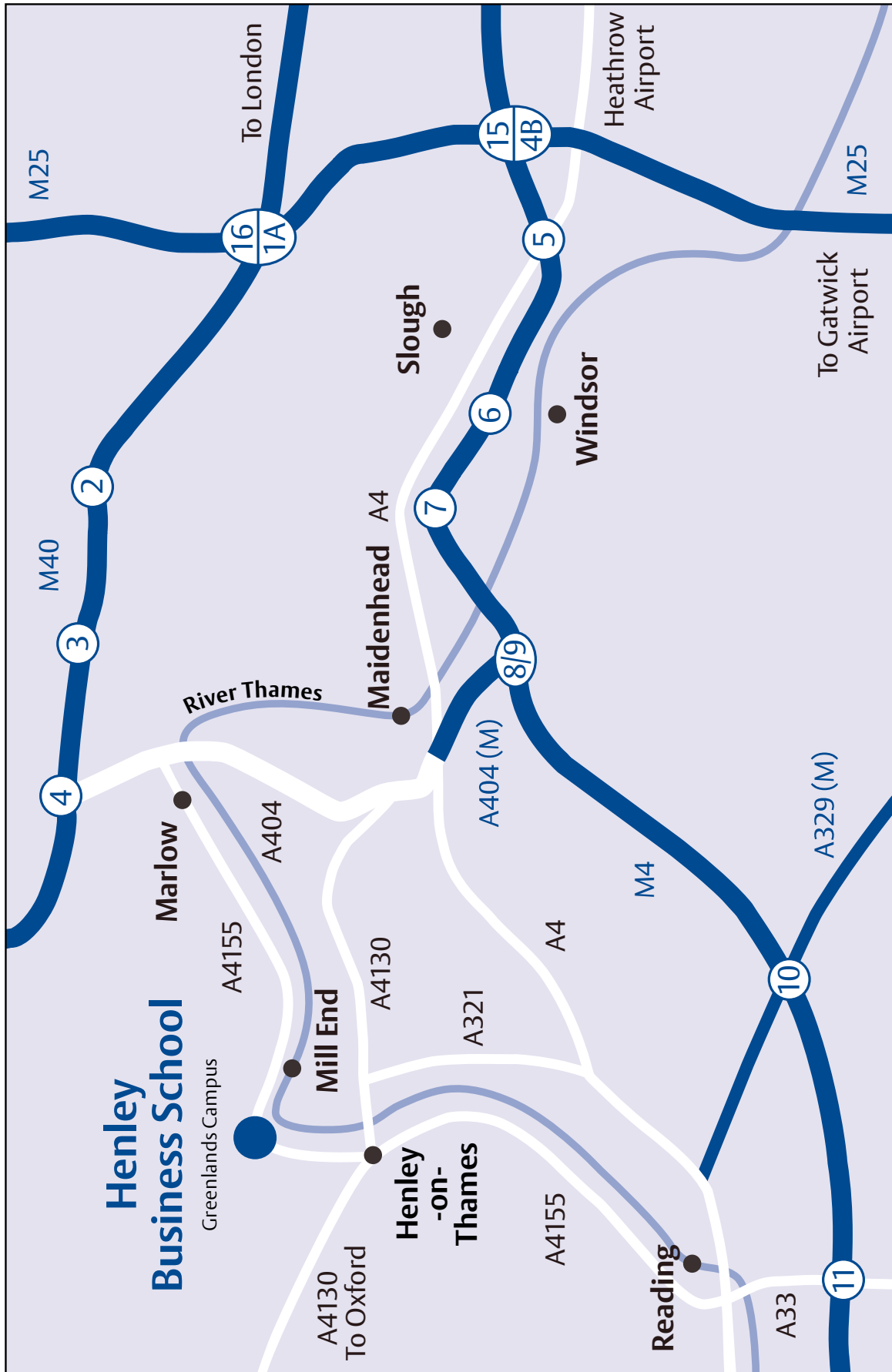
Degree Congregations for the Henley Business School will be held on Friday 30 September and Saturday 1 October 2011.

Invitations to the ceremonies will be sent no later than August. Please keep us informed of any changes to your contact details if you are due to graduate.

The Degree Days take place in Henley on the Greenlands campus.



Travelling to Henley Business School



Main entrance

Suppliers entrance only
No pedestrian access

← Henley-On-Thames

Marlow →



Key

- 1 Waiting room
- 2 Pre-ceremony catering
- 3 Ceremony marquee
- 4 Post-ceremony catering
- 5 Business School shop
- 6 Gradland registration and robing
- 7 Robe return
- 8 Staff robing
- 9 Staff catering
- 10 Photography and retailers
- 11 Group photography area
- 12 Creché
- 13 Coaches to Henley and Reading stations
- Footpaths

River Thames

Greenlands campus



HENLEY
UNIVERSITY OF READING

Order of ceremonies – Autumn 2011

Please note: If, nearer the time of graduation, there appears to be a disproportionate number of students at any one ceremony intending to graduate in person, the Graduation Office reserves the right to move some programmes to a different ceremony.

We will only move graduands to a ceremony on the same day as they are currently scheduled to graduate. Programme members and staff will be advised by email by the end of August if any such move must take place.

Friday 30 September 12.00 noon

Doctor of Business Administration

Doctor of Philosophy

Master of Philosophy by Thesis

Master of Science in Business and Management Research

Master of Business Administration – Full-Time Programme

Master of Business Administration – Executive Programme (Modular)

Master of Business Administration – Flexible Evening Programme

Master of Business Administration – Flexible Learning Programme, Open Henley-Based

Master of Business Administration – Flexible Learning Programme, Open Henley-Based (Project Management)

Saturday 1 October 12.00 noon

Master of Business Administration – Flexible Learning Programme,
International Network, from the following countries:
Denmark, Sweden, Finland, Germany, Ireland, Malta

Master of Business Administration – Flexible Learning Programme,
(Project Management) International Network, from the following countries:
Denmark, Sweden, Finland, Germany, Ireland, Malta

Saturday 1 October 2.30 pm

Master of Business Administration – Flexible Learning Programme,
International Network, from the following countries:
Croatia, Cyprus, Greece, Hong Kong, New Zealand,
South Africa, Trinidad

Master of Business Administration – Flexible Learning Programme,
(Project Management) International Network, from the following countries:
Croatia, Cyprus, Greece, Hong Kong, New Zealand,
South Africa, Trinidad

Master of Business Administration – Flexible Learning Programme, tailored for companies

Master of Science in Enterprise Information Management

Master of Science in Strategic Marketing Leadership

Invitations

IF YOU WISH TO ATTEND A CEREMONY

Reply personally to the invitation and accompanying instructions on your student portal, by the deadline of 23 August. For students who no longer have access to their portal, we will make sure that the portal is active as soon as the invitation email is sent out. You can log in using your student number as login ID and date of birth as password. Please note that only two guest tickets can be guaranteed for each graduating student attending the ceremony.

TO GRADUATE IN ABSENCE

Reply personally to the invitation on your student portal by the deadline of 23 August. This is necessary in order to confirm the spelling of your name for your certificate and also to let us know to which address you would like your certificate to be sent.

DEFERRING

Reply personally to the invitation on your student portal and select the option to defer. You can defer to the next set of ceremonies in 2012. You will not receive your certificate until that date.

If you do not register you will automatically graduate in absence.



Attending the ceremonies

THINGS TO DO

- Order your academic dress from Ede & Ravenscroft at www.gownhire.co.uk
- Book crèche place (on your portal)
- Order graduation photographs from Ede & Ravenscroft at www.gownhire.co.uk
- Order a graduation DVD from www.visionsunlimited.co.uk
- Order a button hole or corsage for the day www.sonningflowers.com/graduationform.php
- Order a personalised bottle of champagne or commemorative T-shirt www.gradgifts.co.uk

ACADEMIC DRESS

Details of the academic dress for the award of MBA of Henley Business School, and DBA, PhD and MSc of University of Reading can be found at www.reading.ac.uk/web/files/calendar/G-regulations-for-academic-and-official-costume-201011.pdf

It is recommended that you wear a button-through top or shirt and ladies should bring some hairpins. Bags and personal belongings should be left with guests during the ceremony.

EDE & RAVENSCROFT

Order your official outfit online: www.gownhire.co.uk

Pay by credit or debit card (all major cards accepted) and receive your confirmation and order number.

- You will need to wear the correct robes for your award
- Make sure you know your head circumference, chest and height measurements
- Print out your order confirmation and take it with you when you collect your outfit on the day of your ceremony so we can process your order quickly
- If you do not have access to a computer, please telephone their call centre on **01223 861854** (from abroad: **+44 1223 861854**). Operating hours 9.00am – 5.00pm Monday to Friday.
- Facilities for the deaf and hard of hearing or those with speech impairment are available using your Textphone – dial **1800101223861854** to access the RNID Typetalk System.

Important

- You will not receive the online discount if you order by telephone.
- Terms and conditions for cancellations are available online or from the call centre operators.
- If you do not have credit card facilities please contact the Graduation Office.

Ede & Ravenscroft cannot guarantee an order later than 21 days before a ceremony. If you have not booked your robes, payment by cash should be made on the day. Please contact Ede & Ravenscroft for on-the-day prices.

PHOTOGRAPHY

The official portrait photographers, Ede & Ravenscroft Photography, will operate studios in River House (see map on page 5) at the Business School on the day of the ceremonies.

If you wish to pre-order photography, please do so on the website at www.gownhire.co.uk when you order your gown. Photography can also be ordered on the day.

ACCOMMODATION

There are only a few rooms available at the Greenlands site for graduation weekends. The websites below will give you links to local facilities, accommodation, hotels, bed and breakfast, etc.

www.a1tourism.com

www.visithenley-on-thames.co.uk

www.henley-on-thames.org

www.readingswebsite.co.uk

www.windsor.gov.uk

www.booking.com/city/gb/high-wycombe.html

CRÈCHE FACILITIES

Children under the age of six are not allowed into the marquee for the ceremony, both for their own comfort and for that of other guests. The ceremonies are formal occasions lasting approximately an hour and, as such, are not suitable for young children.

Professional crèche facilities will be provided by Nipperabout (www.nipperbout.com) on site during the degree ceremonies to care for babies and children under the age of six. The crèche facilities will be available for two hours to cover time you need prior to, during, and after the ceremony.

Places will be allocated for the relevant session, so if a crèche place is needed please book as soon as possible to guarantee a space.

There is a nominal charge of £25.00 per child. Soft drinks and healthy snacks will be provided.

If you would like to make use of the crèche facilities, please book on your student portal. **Please note that there is no guarantee of a place unless you book in advance. The last date for booking a crèche place is Friday 23 September.**

GRADUATION DVD

Visions Unlimited is a well-established company specialising in graduation ceremonies, and produces high-quality DVDs during the ceremony. These are available from the DVD Sales Desk directly after the ceremony is over.

We regret that the use of personal video or DVD cameras is not permitted in the marquee during the ceremonies.

To pre-order a graduation DVD, please visit the website at www.visionsunlimited.co.uk

DOCUMENTS YOU NEED TO BRING WITH YOU IF YOU ARE ATTENDING A CEREMONY

- Robe hire order confirmation.
- Photography order/acknowledgement form, if applicable.



On the day

TICKETS

Graduands receive their own numbered ticket on registration at the Business School on the day of the ceremony. Graduands sit in a separate seating block in the marquee and are seated in programme order. Please note the row and seat number on the ticket as it is vital you sit in the correct seat.

A graduand who attends the ceremony is entitled to two guest tickets. These will be issued on the day.

SUGGESTED DRESS FOR YOUR GUESTS

Dress should be in keeping with the formality of the occasion.

COLLECTION OF ROBES

Robes will be ready for collection at the Greenlands site on the day of your ceremony from the Institute of Directors room (see map on page 5).

Remember to bring your order confirmation with you on the day. Assistance will be given with robing. Hats should be worn during the ceremony.

Please return your robes to the robing return (see map on page 5) before you leave the Business School.

CHILDREN: IMPORTANT NOTICE

Please note that, if you bring any children onto the Business School site on the day of the graduation ceremony, you are entirely responsible for their care and safety.

The river is a particular hazard; you should exercise great care at all times and avoid the risk of any child falling into the river by ensuring that the children in your party do not go too close to the river bank. There are other areas of water, e.g. ornamental ponds and a stream on the site which may also be hazardous.

For this purpose, the definition of a child is anyone under the age of 18 years.

ADMISSION TO THE BUSINESS SCHOOL GROUNDS

Admission to the Business School grounds on the day of the congregation is limited to those who have indicated that they will attend and their guests who have been allocated tickets.

Please note that dogs, except for guide dogs, are not allowed on Business School property.

CEREMONY PROGRAMME

A programme giving the order of proceedings at the ceremony and a complete list of all those graduating will be available on the day of the congregation. Those graduates who do not attend will receive a copy of the programme after the ceremony.

CLOAKROOM FACILITIES

Cloakroom facilities are available for hanging outdoor coats, etc. There are also secure lockers, which are operated by inserting a £1 coin. The coin is returned after use.

BUSINESS SCHOOL SHOP

The Business School shop will be open in the IBM room (see map on page 5) with a range of Henley Business School merchandise, wine and jewellery.

EXTRA GUEST TICKETS

Each graduand who attends the congregation is entitled to two guest tickets. If you wish to be added to the waiting list for a third please indicate this on your portal when you reply. There is no guarantee of extra seats.

Extras will be allocated by the Business School four weeks before the ceremony so please do not make arrangements which rely on extra tickets being made available to you.

MOBILE TELEPHONES AND PAGERS

Graduands and their guests are asked to ensure that, if they are carrying a mobile phone or pager, it is switched off during the ceremony.

REFRESHMENTS


Tea and coffee will be available before and after each ceremony. There will be a finger buffet after each ceremony in the catering marquee on the lawns. Alcoholic drinks will be on sale.

WHEELCHAIR/DISABLED PERSONS ACCESS

Please advise on your portal if access for wheelchair or other facilities for disabled visitors will be required, or if you need special arrangements to be made.

Please email graduation@henley.com with further details no later than Friday 23 September.

Degree Ceremonies

 For more information,
please contact:

Marte Lavender

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United Kingdom

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