

## **How much are tickets to the event?**

Event tickets are free of charge.

## **Who can attend the event?**

The event is open to University of Bath students and staff. It is a celebration in recognition of the University Teaching Awards, Peer Support Awards, and Academic Representation Awards. If you require additional support at the event from a non-student or staff member, please email [arc@bath.ac.uk](mailto:arc@bath.ac.uk).

## **What is the dress code for the event?**

The dress code is formal, black tie optional. There will be a cloakroom available at the venue.

## **Where is the event being held?**

The event will take place at the Apex City of Bath Hotel on James Street West, BA2 2DA near Green Park.

## **If I am traveling by car, where is the nearest car park?**

The closest car park to the venue is Charlotte Street Car Park, BA1 2NE.

## **What do I do when I get to the venue?**

Please enter the venue at the side entrance and be prepared to present your ticket. If for any reason you do not have your ticket, you may give us your University of Bath username so we can find your booking.

## **Will food and drink be provided on the night?**

There will be a drinks reception as well as a two-course meal throughout the course of the event. Dietary requirements are collected on ticket purchase. If you have any concerns regarding a particular allergen, please email [arc@bath.ac.uk](mailto:arc@bath.ac.uk).

## **Will alcohol be served at the event?**

Complimentary drinks are available, both non-alcoholic and alcoholic. Additional drinks can be purchased from the bar at the venue.

## **Is the venue Accessible?**

We have been informed by Apex Hotels that the entrance has ramp access and railings with automatic sensor doors and there are guest elevators throughout with access for all abilities; the ground floor also has an easily accessible WC.

## **What is the running order of the event?**

The event begins at 6 PM with a drinks reception until 7 PM. Awards are presented throughout the evening with breaks for food. We expect the evening to end at 10 PM.

## **If I win an award, will I have to make a speech?**

If you win an award on the evening, you will be invited to come to the stage to collect your trophy or certificate. We allow time for winners to make a small speech, however you are not required to speak.