

Event information for recipients

The Vice-Chancellor's Staff Excellence Awards Ceremony commences at 5.30pm at the University Hall and runs for approximately one hour. Award recipients and their guests are advised to arrive between 4.45 pm to 5.00 pm for registration and pre-ceremony drinks. Following the Ceremony a range of canapés and beverages are served up until approximately 7.30pm.

Registration

On arrival award recipients should register their attendance with event staff at the registration desk in the hall foyer and receive their Awards booklet which contains their assigned seat number. All award recipients are seated together in order of presentation.

Guests are seated in the 'guest seating areas' for the formal part of the Ceremony. Ushers will be situated in the hall to direct guests and recipients.

Parking

Guests are advised to park in Parking Station P1. Upon entering the carpark guests will be issued a ticket which they can exchange for a prepaid parking ticket at the registration table in the foyer. For further parking and transport options please visit <https://www.uow.edu.au/parking/index.html>

Access requirements

Disabled and elderly guests may be dropped off (and collected) at the disabled parking bay near the University Hall (refer to parking Station P8 on the 'Interactive parking map/Disability Parking' available via the parking link above).

If you or your guests require special assistance at the graduation ceremony, please let the Events Coordinators know when you respond to the invitation. They will contact you to discuss your needs.

How many guests can I bring?

Guest numbers are managed via the award recipients' invitation rsvp process and are normally restricted to up to six guests however special allowances may be made upon request. If you wish to invite more guests please liaise with the Event Coordinator.

Can children attend?

Award recipients are encouraged to bring their children or grandchildren to share in this special occasion. The University Hall is a large venue and there is space for prams and young children to move around on the back two levels of the hall.

Dress code

The Vice-Chancellor's Staff Awards Ceremony is a semi-formal event and thus award recipients and their guests are encouraged to wear smart casual or light formal attire.

Award presentation information

Prior to the event award recipients will be provided with an Order of Proceedings which details the timing of their award. As the recipient's award category is introduced, event staff will ask you to stand and move to the side of the stage.

When the executive presenter reads the recipient's name, the recipient approaches the stage via the side stairs and stands beside the Vice-Chancellor who will present the award. As the recipient is presented with the award a short version of their citation will be read out. The recipient will then have their photo taken with the Vice-Chancellor. Once the photo is taken the recipient will return to their seat via the front stairs.

If you are unable to attend

Award recipients who are unable to attend the Awards Ceremony will be given the opportunity to

nominate a proxy who can accept the award on their behalf at the ceremony. This may be a colleague, family member or close personal friend. The proxy will be seated with other award recipients for the duration of the formal part of the ceremony. Award recipients should advise the Events Coordinator of their inability to attend ASAP.

Where can I access the Awards Ceremony photos?

Photos of all award winners with the Vice-Chancellor will be uploaded onto the Vice-Chancellor's Awards webpage shortly after the ceremony. All recipients will be emailed and invited to download their ceremony pictures.

The professional photos (as displayed in a photo presentation on the evening) will be forwarded individually to award recipients via email shortly after the ceremony.

More questions?

Please email vc-awards@uow.edu.au or contact us on xtn 5954