

## **Information for Guests at Graduation**

### **Access to Graduation Ceremonies**

Please note that access to the Graduation Ceremonies is **by ticket only**. All guests including any children must hand in a ticket at the hall entrance in the Town House, Hamilton in order to ensure admission. Tickets for guests will be given to the graduand at the time when the graduand registers before the start of the ceremony.

Access to the venue is by the entrance in Lower Auchingramont Road. **Guests are asked to be seated no later than 30 minutes before the ceremony.**

When making your arrangements for the day, you should note that graduation is a formal ceremony. The entire proceedings can take up to two hours and are therefore considered unsuitable for pre-school children.

### **Cloakroom Facilities**

Cloakroom and toilet facilities are available throughout the venue.

### **Disabled Access**

The Town House offers level access to all areas outwith the upper circle in the Main Hall. The facility has passenger lifts giving access throughout, low level service points, induction loop facilities at all receptions/service points. There are ramps to each public entrance and entry doors are either automatically controlled or on 'hold open' mechanisms. If you are physically or visually impaired and require any special assistance, please let the University know as early as possible by contacting Margaret Hutton ([margaret.hutton@uws.ac.uk](mailto:margaret.hutton@uws.ac.uk) or 01698 283100 Ext 8452). When you arrive at the Town House, please make yourself known to the marshals who will direct you.

### **Car Parking**

Please note that there is no parking at the Town House itself. However, there are several public car parks within walking distance of the Town House as well as street parking on Cadzow Street. (Parking charges apply) Spaces are limited so please allow extra time for parking.

### **Mobile Phones and Photography**

Please ensure that all mobile phones are on silent mode throughout the proceedings. Photographs may be taken during the ceremony, although we ask that you are considerate to other guests sitting adjacent to you.

### **Publication & Photographs**

Crowd shots will be taken by the University photographers at the venue and at our graduation receptions and these may include images of graduands and guests.

During the ceremony and the subsequent celebrations, members of University staff will be present taking photograph and this may include photographs of graduands and guests as individuals or part of a small group. These images may be used on the graduation website and on the University's social media channels. They may also be used in future graduation brochures and booklets and in our marketing and promotional materials both in the UK and overseas.

We will use these images in both printed and electronic format and may use them for a period of up to 5 years after they have been taken. The photographer will ask for verbal consent before taking any pictures either individually or as part of a small group. If you do not wish for your photograph to be taken and used in the way described above, you should tell the photographer when they ask for your consent.

**If there is anything further which we can do to ensure that your day is an enjoyable one,  
please contact Student Administration by  
e-mail [lanarkshire.graduation@uws.ac.uk](mailto:lanarkshire.graduation@uws.ac.uk) by phone 01698 283100 Ext 8452  
Information can also be found on the University website at  
[www.uws.ac.uk/current-students/graduation](http://www.uws.ac.uk/current-students/graduation)**