

**Information for Prize Winners
Melbourne Campus Prize Presentation Dinner**



**Wednesday 27 July, 6.00pm
Zinc at Federation Square
Faculty of Law and Management**

RSVP: RSVPs may be received by email or phone by **Wednesday 13 July 2011**. Please advise us of any updates to contact details, spelling mistakes or dietary requirements via email.

Guests: Prize winners may invite one guest. Tickets will not be issued, but please advise if you are bringing a guest for catering purposes.

Spelling: Please check the spelling of your name on your invitation. Please advise us if your name is spelt incorrectly. Please also advise the pronunciation of your name if you think the presenter will have difficulty.

Special requirements: Please advise our office prior to Wednesday 13 July, if you require any special arrangements to be made in order to attend this dinner, for example, an Auslan interpreter or wheelchair access.

Dress Code: Business attire

Outline of event:

- The presentation of prizes will occur during a dinner for prize-winners and donors at 6.00pm at Zinc.
- Prize winners and guests must be seated in their allocated seat by 6.30pm.
- Ushers will manage the presentation. You will receive your prize from the Chancellor and your prize donor may also attend.
- A professional photographer will take photos of the presentation. These will be available after the dinner to purchase.

Inability to attend: In the event that you are unable to attend the dinner, it is important that you advise our office so that we can inform the prize-donor. All uncollected certificates will be posted in the fortnight following the dinner.

Parking: The dinner will be held at Zinc in Federation Square. Parking is available on site and access is from Russell Street or Batman Avenue

[http://www.zincfedsq.com.au/upload/pageContent/zincLocationMap\(Jan04\).pdf](http://www.zincfedsq.com.au/upload/pageContent/zincLocationMap(Jan04).pdf).

If you are travelling on public transport, the closest train station is Flinders Street, and trams 1, 3, 5, 6, 8, 16, 64, 67, 72 travel down Swanston Street or trams 35, 70 or 75 travel along Flinders Street. More information can be found at <http://www.metlinkmelbourne.com.au/>