

**Information for Prize Winners
Melbourne Campus Prize Ceremony**



**Wednesday 20 July, 6.30pm
John Scott Meeting House
Faculty of Science Technology and Engineering**

RSVP: RSVPs may be received by email or phone by **Wednesday 6 July 2011**. Please advise us of any updates to contact details, spelling mistakes or dietary requirements via email.

Guests: Prize winners may invite two guests. Tickets will not be issued, but please advise if you are bringing guests 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 of the pronunciation of your name if you think the presenter will have difficulty.

Special requirements: Please advise our office prior to Wednesday 6 July, if you require any special arrangements to be made in order to attend this ceremony, for example, an Auslan interpreter or wheelchair access.

Outline of event:

- Prize-winners arrive at John Scott Meeting House at 6.00pm and register at the registration desk (bring your ticket with you).
- Prize winners must be seated in their allocated seat by 6.20pm. Guests are to be seated by 6.25pm
- The academic procession will enter the Chamber at 6.30pm.
- Ushers will manage the presentation. You will receive your prize from the Deputy Chancellor and your prize donor may also attend.
- A professional photographer will take photos of the presentation. These will be available after the ceremony to purchase.
- Refreshments will be served after the ceremony, allowing donors and prize winners an opportunity to meet each other.

Inability to attend: In the event that you are unable to attend the ceremony, 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 ceremony.

Parking: The ceremony will be held in the John Scott Meeting House at the Melbourne Campus. Parking is available in Car Park 7. Please refer to Melways map 19 or Melbourne Campus Core Map at <http://www.latrobe.edu.au/bg/maps.html>. The location of the John Scott Meeting House will be sign-posted from Car Park 7 to assist you in making your way to the ceremony.

**University Events Unit
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