



The University of Sydney

The Australasian College of Phlebology
Inauguration Ceremony

The Great Hall
University of Sydney
Saturday, 22 September 2007

Inauguration Ceremony Protocols and Procedures

Instructions for Fellows,
Award Recipients and Members
of the Academic Procession





THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

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Introduction

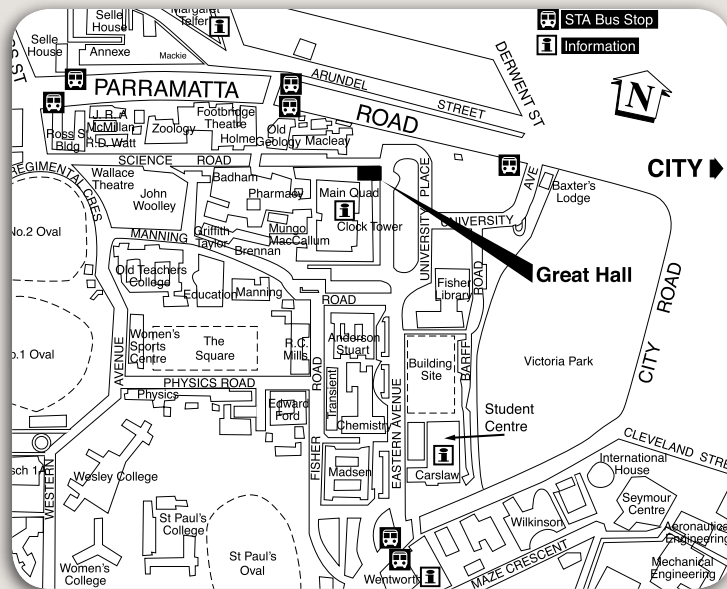
We are pleased to invite you to the Inauguration Ceremony of The Australasian College of Phlebology, to be held at The Great Hall, University of Sydney, Saturday 22nd September 2007.

This information booklet is intended to introduce you to the venue and explain the proceedings on the day. The Academic Procession, Award Recipients, Fellows and Sclerotherapy Graduands, each have a dedicated section explaining their formalities on the day. If more than one category applies to you, please ensure you read all sections i.e. if you are a member of the Academic Procession and you are also receiving an award, refer to the sections on Academic Procession and Award Recipients.

Further information is available on-line at: www.phlebology.com.au then go to the link for the Inauguration Ceremony, or you can contact the College office on +612 9386 1811 for any clarification required.

The University of Sydney

Parramatta Rd, Camperdown



The Academic Procession

The Academic Procession will be comprised of Award Recipients, The University of Sydney officials and academics, representatives from other medical colleges and societies, Emeritus Fellows and the Executive Board of the Australasian College of Phlebology. The Academic Procession will be the first to enter the Great Hall and will take their place on the dais at the front of the Hall, for the duration of the ceremony.

The Academic Procession

| TIME/DATE | DESCRIPTION | LOCATION |
|---|---|--|
| PRIOR TO INAUGURATION CEREMONY For delegates attending the Conference | | |
| 18 -21st September | Gown Collection | ACP 2007 Conference Stamford Plaza, Double Bay Conference Secretariat |
| ON THE DAY - 22nd September | | |
| 15:45 | Gown collection | If not collected from the Conference Secretariat already, then collect from Senate room on the day |
| 15:45 – 16:25 | Refreshments | Senate Room |
| 16:29 | Move to Senate stairs | The Great Hall outside the Ante room |
| 16:30 – 18:00 | Inauguration Ceremony | The Great Hall |
| 18:00 – 19:00 | Official photographs Cocktails & Canapes | Quadrangle Lawn |
| 19:00 | Formal dinner & entertainment | The Great Hall |

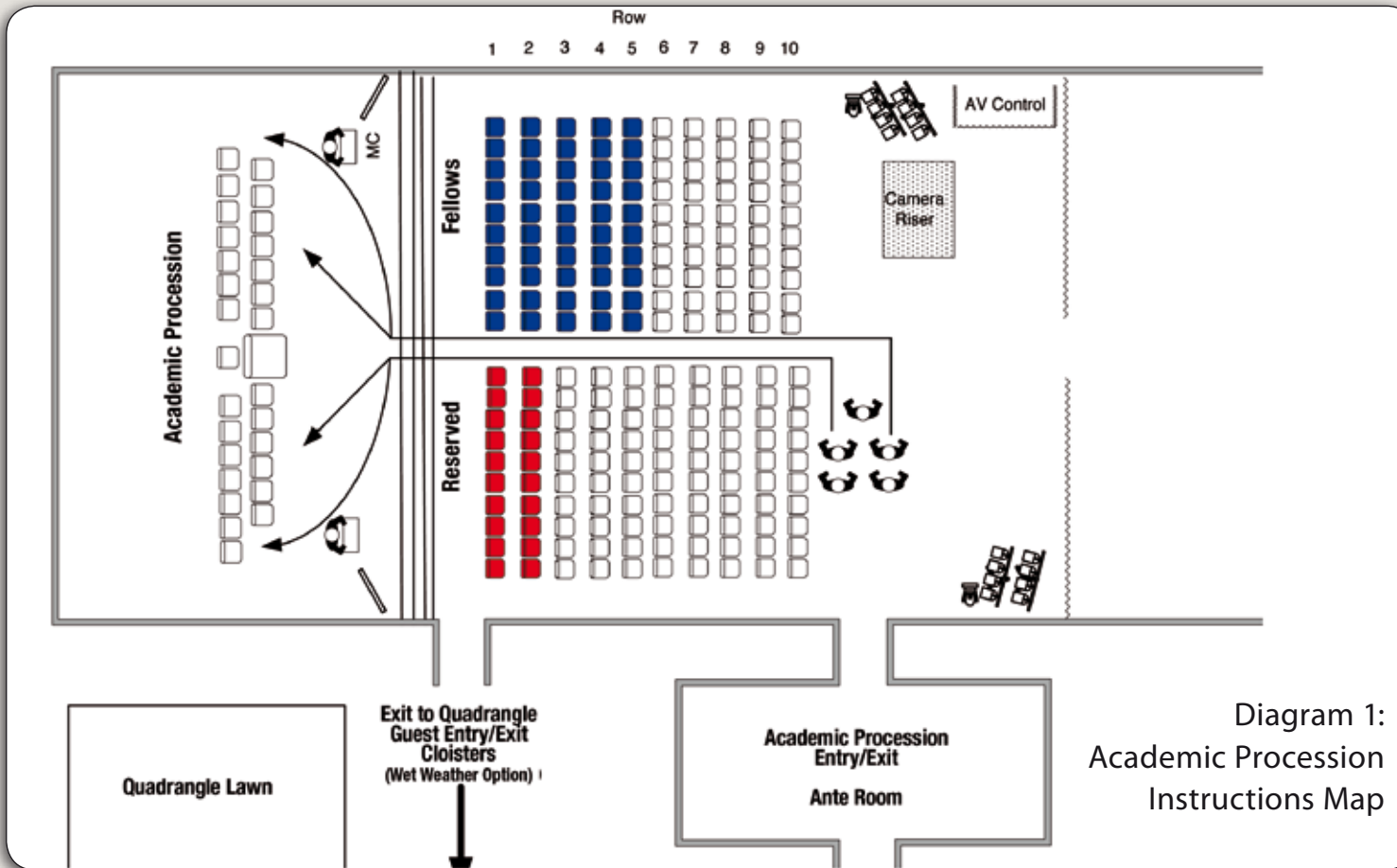


Diagram 1: Academic Procession Instructions Map

Arrival

Members of the Academic Procession will be met by the Dean of Graduate Studies (Professor Behnia), the Executive Board of the Australasian College of Phlebology and the Event Supervisor (Mrs Annie Silkman) under the Clock Tower in front of The Great Hall at 15:45. After the initial greeting, members of the Academic Procession will be ushered to the Senate Room to be introduced to other fellow members by representatives from the Executive Board of the College. Refreshments will be served between 15:45 and 16:25.

Dress

Members of the Academic Procession who are Fellows of the College will wear the official academic attire of the College. Those attending the ACP 2007 Conference in the preceding week can collect their academic gown from the Conference Secretariat from the 18th September. Those who are not attending the Conference please ensure that you arrive early on the day & proceed to the Senate room to collect your gown. University of Sydney officials are requested to wear the University of Sydney's academic gown for the ceremony.

Fellows of other medical colleges and societies are requested to wear their respective academic gowns for the ceremony. (Refer to page 11 "Academic Attire" for further details.)



Receiving your Award:

1. The Academic Procession will enter the Hall via the Ante Room and will be seated on the dais at the front of The Great Hall.
2. When the Honorary Secretary calls your name stand & salute the Honorary Secretary. (Men raise their tudor bonnet, woman touch their bonnet or bow slightly).
3. Proceed to the Chancellor and salute.
4. Shake the Chancellor's hand. Receive your award whilst being photographed. Salute the Chancellor again prior to returning to your seat.



The Academic Procession (continued)

Ceremony Procedure

At 16:20, the Academic Procession will be briefed about seating arrangements and will proceed to the Senate stairs at 16:29, in readiness to enter The Great Hall.

Lead by the Deputy Chancellor of the University of Sydney, Prof Ann Sefton, the ceremony commences when the Academic Procession enters The Great Hall to the sound of the organ. Once they have reached their designated seat, all remain standing for the National Anthems of Australia and New Zealand. At the end of the anthems, the Deputy Chancellor of the University will take the throne. The Academic Procession will then take their seats on the dais, followed by the audience once instructed by the Honorary Secretary.

Conferring of Awards and Medals

Members of the Academic Procession who are receiving an award will be seated on the dais and when their name is announced, will stand and walk around (from the left or right of the throne according to your seat position) to stand in front of the Deputy Chancellor of the University to receive their award. (See instructions under Diagram 1, Academic Procession Instruction Map on page 4)

Ceremony Procedure

We expect the ceremony to run for approximately 1.5 hours. At the end of the ceremony, the Honorary Secretary will ask all to stand and remain standing while the procession leaves the Hall via the Ante Room.

After the Ceremony

Following the ceremony, the Academic Procession (joined at this stage by all the

Fellows and Sclerotherapy Graduands) will be met at the Ante Room exit by College officials and ushered to the front of the building under the Clock tower, for group photographs. In case of wet weather, photographs will be taken under the cloisters, inside the Quadrangle. In preparation for future records and publications, we require all parties to join the group photograph organised following the Ceremony.

After the departure of the Academic Procession the audience can leave via the side exit of the Hall (see Diagram 2, Award Recipients and Fellows Instructions Map pg 8) leading out to the Quadrangle lawn, where cocktails and canapés will be served. This will be followed by the Inauguration dinner and live entertainment from 19:00. Following the photographic session you may deposit your academic gown at the Cloak room (next to Greek Room) and collect it at the end of the evening. Please also read pages 12-13 "Other Instructions" for transport arrangements, parking, childcare and other important information.

Award Recipients

Arrival

Award recipients should arrive at the venue by 15:45.

Dress

Please refer to page 11.

Admission and Seating

As an Award Recipient, you are invited to join the Academic Procession.

Members of the Academic Procession who are receiving an award please see instructions under Diagram 1, Academic Procession Instructions Map on page 4.

Fellowship Recipients

Arrival

Fellows should arrive at the venue by 15:45 and proceed to the Greek room to collect their gowns. Those Fellows attending the ACP 2007 Conference in the preceding week can collect their academic gown from the Conference Secretariat from the 18th September.

Dress

Please refer to page 11.

Admission & Seating for Fellowship Recipients

Fellows must be seated in the Hall by 16:15. Fellowship recipients enter the Great Hall through the side entrance of the Hall (from the Quadrangle, refer to Diagram 2 pg 8) where they will be directed to their seat by College staff.

Fellowship Recipients

| TIME/DATE | DESCRIPTION | LOCATION |
|--|---|---|
| PRIOR TO INAUGURATION CEREMONY For delegates attending the Conference | | |
| 18 -21st September | Gown Collection | ACP 2007 Conference Stamford Plaza, Double Bay Conference Secretariat |
| ON THE DAY - 22nd September | | |
| 15:45 | Gown collection | If not collected from the Conference Secretariat already, then collect from Greek room on the day |
| 15:45 – 16:15 | Refreshments | Quadrangle Lawn |
| 16:15 | To be seated in Hall | The Great Hall |
| 16:30 – 18:00 | Inauguration Ceremony | The Great Hall |
| 18:00 – 19:00 | Official photographs Cocktails & Canapes | Quadrangle Lawn |
| 19:00 | Formal dinner & entertainment | The Great Hall |

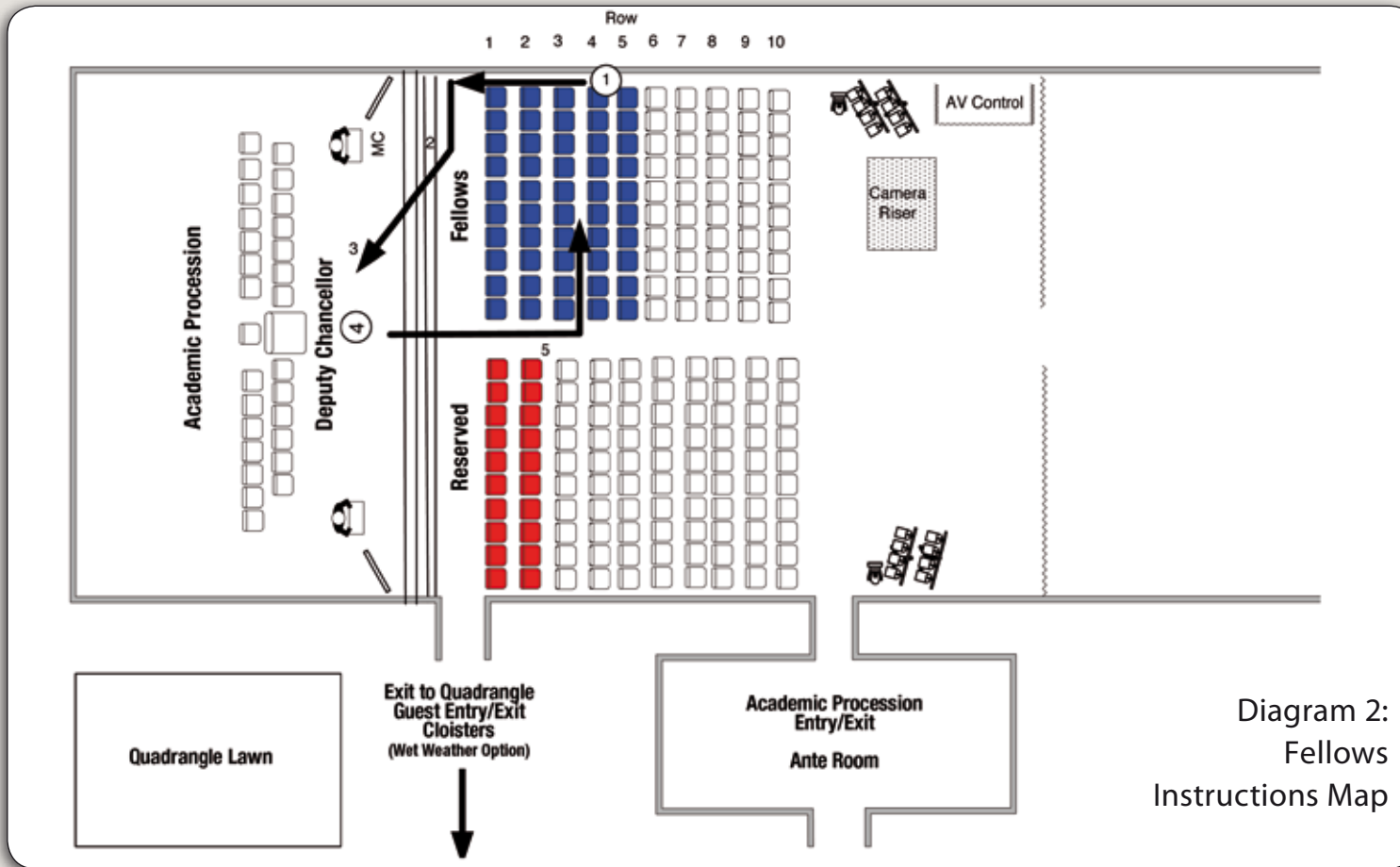


Diagram 2:
Fellows
Instructions Map



5 Steps to Receive your Fellowship

1. Fellowship recipients stand against the right hand side wall at the end of their row.
2. When your name is called walk up the dais and salute the Honorary Secretary (Men raise their tudor bonnet, women touch their bonnet or bow slightly).
3. Proceed to the Chancellor and salute.
4. Shake the Chancellor's hand. Receive your award /

certificate whilst being photographed. Salute the Chancellor again prior to leaving the dais.

5. Return to your original seat via the centre aisle.
6. When you return to your seat, examine the details on your certificate/award to ensure that all is correct. In the rare event of an error, please notify the staff after the ceremony where a new certificate will be organized for you.

You must be in your seat, in academic dress, at least fifteen minutes before the ceremony begins. This is to allow officials in attendance to issue necessary instructions. Seats will be labelled with Fellow's names in alphabetical order. Please ensure you are sitting in the correct seat.

Ceremony Procedure

The order of proceedings will be detailed in the Program Book placed on each seat in the Hall. Medals, awards and certificates are awarded in the sequence printed in the program.

The ceremony will commence with the Academic Procession, lead by the Deputy Chancellor of the University. The audience off-stage will all stand upon their arrival and once all members of the party have reached their designated seat, all remain standing for the National Anthems of Australia and New Zealand. At the end of the anthems, the Deputy Chancellor will take the throne. The Academic Procession will then take their seats on the dais, followed by the audience once instructed by the Honorary Secretary.

Conferring of Fellowships

All Fellows will be asked to stand and while standing the Chancellor confers all recipients with the words: "In the name of the Australasian College of Phlebology and by my authority as Chancellor, I admit each of you your certificate to which you are entitled."



Sclerotherapy Certificate & Medal Recipients

Academic Attire

You will be directed by a member of the College to move to the end of your aisle and form a line against the wall to the right hand side of the hall.

Wait to have your name called by the Honorary Secretary. To receive your certificate refer to instruction under "5 Steps to Receive your Fellowship" on page 8. If you are a member of the Academic Procession. Please refer to instructions under Diagram 1, on page 4.

After the Ceremony

At the close of the proceedings, all Fellows and newly Certified Sclerotherapists will be invited to join the Academic Procession leaving the Hall via the Ante Room. (Refer to Diagram 1, Academic Processions Instructions Map pg 4) They will be met at the Ante Room exit by College officials and ushered to the front of the building under the Clocktower for group photographs. In case of wet weather photographs will be taken under the Cloisters inside the Quadrangle.

Pre-dinner cocktails and canapés will be served on the Quadrangle lawns or under the cloisters (wet weather option). Everyone is asked to vacate the Hall for dinner set-up. Following the photography session, Fellows can disrobe and deposit gowns to the Cloak room for storing during the Inauguration Dinner.

Please also read pages 12 - 13, "Other Instructions" for post-ceremony instructions, photography arrangements, parking & other important information.

Sclerotherapy Certificate & Medal Recipients

You will not be required to wear an academic gown. You will be seated behind the Fellows on the right hand side of the Hall and will have your name called by the ACP Chief Censor.

1. Stand & walk to the end of your row towards the right hand side aisle.
2. Proceed up the dais to the Chancellor.
3. Shake the Chancellor's hand and receive your award. Pose for photograph.
4. Leave the dais via the middle aisle and return to your original seat.

After the Ceremony

You will be required to join the Academic Procession to leave the Hall for photographs under the Clocktower. In case of wet weather photographs will be taken under the Cloisters inside the Quadrangle. *Please also read pages 12 - 13, "Other Instructions" for post-ceremony instructions, photography arrangements, parking & other important information.*

Emeritus Fellows

Your Academic Gown pack will include a gown with a hood and a bonnet. The hood should hang evenly from the shoulders and at first there should be no satin purple visible. Once the hood is in place, unfold it slightly to expose the purple satin & gold edging. Women may choose to fasten the hood at the shoulders with safety pins for more comfort. For men, the neckband of the hood should be placed over the tie.

Award Recipients

If you are an award/medal recipient and also an ACP Fellow, you will wear the official academic attire of the College.

Fellows of other medical colleges are requested to wear their respective academic gowns for the ceremony.

Fellowship Recipients

Fellows will receive an academic package including a gown, bonnet, College tie and pin, which has been ordered as per your specifications. The gowns will be available from 18th September at the Conference registration desk (Stamford Plaza, Double Bay, Sydney) and will be available with the rest of the conference material. However, if you will not be attending the Conference (18th to 21st September, 2007) the gowns will be available at the Inauguration Ceremony.

Please ensure you arrive at the venue no later than 15:45 at the latest to collect and don your gown. Members of the Academic Procession can collect their gowns from the Senate room. Other ACP Fellows are to collect their gown from the Greek room.

Graduates who wear a hat or head cover for particular reasons, e.g. Sikhs, are not required to wear the tudor bonnet. The bonnet should be worn straight and may be removed by men when seated. Women wear the bonnet both when standing and seated and should be careful not to let the tassel obscure their faces when being photographed shaking hands with the Chancellor.

To have on a black tie is the dress code for the Inauguration Ceremony dinner (following the graduation ceremony). It is recommended for Fellows to wear a black tie on the day, being suitable for both the Ceremony and dinner event. If you wish you can wear the College tie for the ceremony. For those who wish to change attire for the Inauguration Dinner a change room will be available in the Cloak Room (please see staff for assistance).

Sclerotherapy Certificate & Medal Recipients

You will not be required to wear an academic gown.



Other Instructions

Receiving your Award or Fellowship Certificate in Absence

If you are absent from the ceremony your certificate/award will be conferred/awarded in absentia. It will be sent to you via registered mail but alternatively, if you wish to collect it from the College office you must notify the staff beforehand (either by phone or mail).

Please check it carefully to ensure that your name and other particulars on it are correct. You should advise the College of hyphens, apostrophes or other special features of the spelling of your name. Normally the name appearing on your certificate/award will be in the form you supplied when you first joined the College.

Child Care

The College is unable to provide child care facilities. Please do not bring very small children.

Transport

On Saturday afternoon, buses will be arranged to transfer guests staying at the Stamford Plaza,

to the University of Sydney. Return transport will also be organised to the Stamford Plaza at the conclusion of the evening, between 22:30 and 23:00. Information on bus times will be made available at the Conference. For the return trip taxis can be arranged. Taxis can be arranged for those not staying at the hotel. Please notify College staff on the day, if you will be requiring a taxi and approximate time of departure.

Public transport

Buses: Route 413, 435, 436, 437, 438, 440, 461, 480, 483 and 412, from George St, City.

Trains: The closest train station is Redfern, which is approx. 10 minutes walk to the University.

Parking

Limited meter parking is available around "University Place" (see map below) on the surrounding drive leading to the Hall. A flat fee of \$8.00 is payable for all day parking on Saturday.

Parking is governed by the Australian Road Rules and a Pay-and-Display system operates at all times. Additional street parking is available on Parramatta Rd. Please see University officials outside the Great Hall, if you need assistance.

Photographs

A professional photographer will be present during the event and will be available for photos prior to the ceremony, between 15:45 - 16:20 during refreshments.

During the ceremony, Fellows, Award and Sclerotherapy Certificate Recipients will have individual photographs taken on the dais with the Deputy Chancellor of the University and/ or with the ACP Chancellor.

Following the ceremony, the Academic Procession (joined at this stage by all the Fellows and Sclerotherapy Graduands) will be met at the Ante Room exit by College officials and ushered to the front of the building under the Clock tower, for group photographs. In case of wet weather, photographs will be taken under the cloisters, inside the Quadrangle.

Fellows can then disrobe and hand in gowns to the Cloak room for storing during the Inauguration Dinner. In the weeks following the event you may view and purchase photographs by following the links to the ACP Inauguration Ceremony on-line at: www.zoomproductions.com.au

Guests

There is no fee to attend the Inauguration Ceremony, however for the purposes of seat arrangement please advise the College of how many people you will be bringing to the Ceremony.

Guests are asked to enter the Great Hall through the Quadrangle doors, on the left hand side aspect of the building. (refer to Diagram 2,

Other Instructions

Fellows Instructions Map, pg 8). The doors will be opened about twenty minutes before the start of the ceremony.

Guests will be invited for pre Ceremony refreshments and post Ceremony cocktails. Tickets for additional guests to attend the Dinner can be purchased from the Conference Organiser. Please email Leon Olsen at: leon@conferencematters.co.nz.

Dress Code

Guests who are attending the Inauguration Dinner are requested to wear black tie. Men: Formal suit and tie; Ladies: evening gown. Please dress formally for the Ceremony.

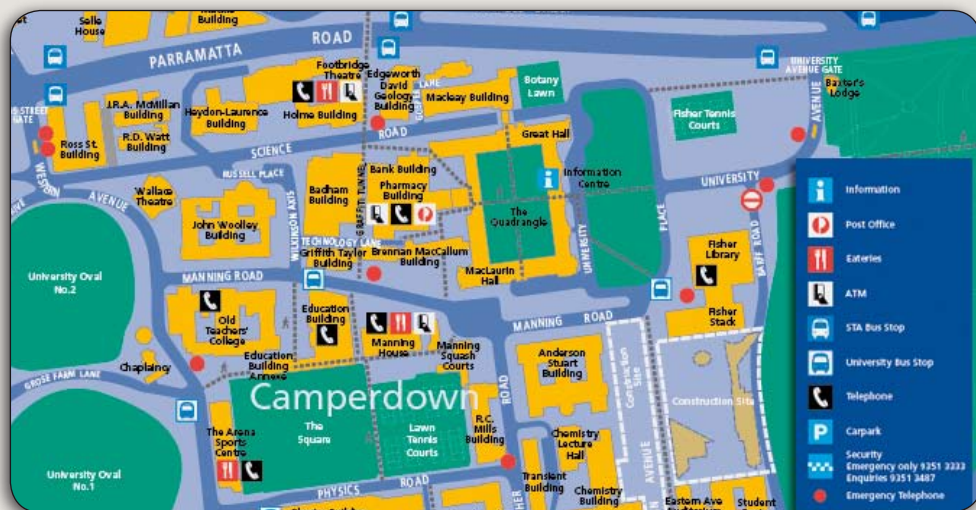
Storing of Bags, Umbrellas & Other Articles

Handbags, briefcases or umbrellas should not be carried during the ceremony, as there are no facilities for leaving valuables in The Great Hall itself. It is advised to leave these items in the safe-keeping of your guests or in the Cloak room.

Disability

Special arrangements will be made for people who are restricted to a wheelchair or have mobility problems. If a wheelchair is to be used, please let us know at least one week in advance to ensure that sufficient space is set aside.

If you will not be able to move around the hall or go up the steps onto the dais to receive your certificate or award, please contact the College Office on +612 9386 1811, at least one week before the ceremony so that appropriate arrangements can be made for you on the day.





THE AUSTRALASIAN
COLLEGE OF
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Inauguration Ceremony Link:

www.phlebology.com.au then go to the link for "The Inauguration Ceremony".

A PDF version of this document is also available at this website.