

The East Midlands Conference Centre  
University Park, Nottingham, NG7 2RJ  
Friday 5 June 2009



For further information on the venue, including directions and a map of how to get there, please visit: [www.emcc.co.uk](http://www.emcc.co.uk)

**Car parking:** There are 200 parking spaces, available free of charge, at the venue.

**Mobility access:** The venue is fully accessible to disabled guests. There are also a number of disabled parking spaces in the car park.

### Frequently asked questions

If your query is not answered below please contact the Teaching Awards team on 020 7776 2340 or alternatively email [rsvp@teachingawards.com](mailto:rsvp@teachingawards.com)

#### How do I RSVP?

Details of how to RSVP have been sent or emailed to you. If you cannot find this information simply email [rsvp@teachingawards.com](mailto:rsvp@teachingawards.com) Please remember to reply even if you are unable to attend so we can reallocate the places.

#### What is the RSVP deadline?

The RSVP deadline for all finalists is Friday 22 May.

If you are not a finalist, please RSVP as soon as possible to guarantee a place. Unfortunately, as space is limited at the ceremonies, we have to allocate places on a first come, first served basis.

#### How many guests may I bring to the ceremony?

Finalists may bring three guests.

Sustainable Schools finalists may bring a total of eight people.

Non-finalists may bring one guest, but may request extra places when they RSVP. If spaces become available, we will confirm after Tuesday 26 May.

#### May I request extra tickets?

We regret that we have to restrict the number of people attending the ceremony. However, we do have a waiting list. So, if you would like to bring extra guests, please indicate this when you RSVP online in the 'any other information' section. We will let you know if we can accommodate your request after Tuesday 26 May.

#### May children/pupils attend the event?

Yes, in fact we actively encourage you to bring your pupils along to the event.

#### What do I do if my guests have specific requirements, e.g. they are disabled?

Please let us know when you RSVP if you, or your guests, have any specific requirements. You can indicate this in the 'any other information' section. Alternatively, telephone 020 7776 2340 and speak to a member of the events team.

#### Will I receive tickets to the ceremony?

There are no *actual* tickets to the ceremony, so once you have registered (via the online RSVP system) you do not need to do anything else. On the day, all finalists and guests will need to register at the 'registration desk' to be given a badge, which will include the name of your school or

organisation. Therefore, when you RSVP please ensure that you give your name as you would like it to appear on your badge.

**What is the dress code for the event?**

The dress code for the event is smart.

**May my guests attend the finalists' workshop?**

Unfortunately, the workshop is only for finalists; your guests will be able to join you at the buffet lunch from 12.00 noon.

**What will the workshop be about?**

The workshop subject has yet to be confirmed, but it will be an opportunity to meet other finalists in your area and share experiences.

**How will winners be announced?**

Every finalist will be invited on stage during the ceremony to receive a commendation, a distinction or a Teaching Award. At the end of the ceremony the Teaching Awards PR team will ask all finalists to the media area for photographs and, potentially, press interviews.

**What do I need to do when I go on stage (finalists only)?**

Commendation and distinction

If you receive a commendation or a distinction, please make your way to the stage when your name is announced. You will be presented with a glass trophy and have your photo taken, but will not be asked to give an acceptance speech.

Teaching Award winners

If you are a Teaching Award winner, please make your way to the stage when your name is announced. You will be invited to deliver a short acceptance speech (up to one minute) and have your photo taken, once you have been presented with your silver plato award.

**I have won a Teaching award – what happens next?**

If you are a Teaching Award winner, and receive a silver plato, you are automatically invited to attend the Teaching Awards fellows' weekend (24–25 October), which will be held at The Tower hotel, London.

The Teaching Awards 2009 UK ceremony will take place at the Theatre Royal, Drury Lane, London on Sunday 25 October. The ceremony will be followed by a gala dinner held in honour of all Teaching Award winners. Formal invitations for this weekend will be sent to all silver plato winners after the summer holidays.

**Media**

The Teaching Awards generate significant media attention. Journalists will be interested in hearing your story and feelings about winning a Teaching Award. This is a great opportunity to communicate with the local press about the outstanding work taking place in your school. Members of the Teaching Awards PR team will be available at the event to help. Please contact the PR team on 020 7776 2340 if you have any concerns or questions.