
RIBA Stirling Prize Dinner 2008: FAQ

- 1. How do I buy tickets for the dinner?**

We do have a small allocation of tickets still available, please complete and return the downloadable booking form with full payment as soon as possible. *Please note that we are unable to guarantee any booking until full payment has been received.*
- 2. How many guests per table?**

Tables will be made up of 10 guests.
- 3. Can I check that my reservation for dinner has been confirmed?**

Reserved bookings can be confirmed from early September onwards.
- 4. When will ticket(s) be sent?**

Your ticket(s) will be posted, along with relevant guest information to the contact name on the booking form, from w/c 15 Sept onwards.
- 5. Will my guests be sent their tickets individually?**

No, tickets will be sent to the person that purchased them, please be aware that all guests will be required to present their ticket to gain entry to the event.
- 6. Who do I notify with any dietary or special access requirements?**

Please ensure that you inform us of **all** special requirements for guests as soon as possible, either on the Guest Names form on the back page of the booking form or separately. Full details should be sent to Sarah Davey, Events Manager, via email: events@inst.riba.org by Monday 22 September at the latest.
- 7. Do I need to tell you the names of my guests?**

In order to compile a full guestlist, seating plans and health and safety requirements for the event, we **do require the names of all guests** attending. Please complete and return the Guest Names form (on the back page of the booking form) as soon as possible. Full details should be sent to Sarah Davey, Events Manager, via email: events@inst.riba.org by **Monday 22 September** at the latest.
- 8. Will I be able to sit with others from my award scheme?**

Yes, if guests are attending connected to your awards **scheme please specify this on the Guest Names form** (on the back page of the booking form) **and we will endeavour to seat you together.** Unfortunately we are unable to guarantee to place specific tables next to each other, so please bear this in mind if booking more than 10 tickets.
- 9. If I attend on my own, or in a small party, who will be seated with me?**

All the tables seat 10 guests, so any guests attending on their own, or small parties, will be seated with other guests to make up a table of 10. E.g. If your party is six; an additional four guests will be seated with you. Or, a group of five couples will be seated together.
- 10. When are table plans available?**

Table plans will be displayed on all levels at venue from 17.30 onwards on the day of the event. Please ensure that you have checked your table number before proceeding to the main space for dinner.

11. What is the dress code?

Smart and stylish, meaning no jeans and trainers, but not 'black tie' formal!

12. What are the timings for the dinner?

17.30 Sponsors reception

17.45 Drinks reception

18.30 Dinner and special awards presented

20.45 RIBA Stirling Prize presented

22.00 Dinner ends. Bar open.

01.00 Carriages

13. How do I get to the BT Convention Centre?

The venue address; Arena and Convention Centre Liverpool, Monarchs Quay, Liverpool, L3 4FP. For Sat Nav, try the postcode **L3 4BX**.

By Car

From the North - take M6 to junction 26 and follow signs M58 Liverpool. Follow to end of M58 and follow signs for A59 Liverpool. Continue to follow A59 City Centre until picking up signs for the Albert Dock. This will take you right off the A59 onto the A5053 heading for the Albert Dock. Follow the Yellow AA Signs marked Echo Arena. The nearest car park to ACC Liverpool is on site: turn off at Queens Wharf where you will find a 1,600 space multi-storey car park. Alternative car parking is shown on the venue map.

From the South - M6 to junction 21A, take M62 to Liverpool, follow signs for City Centre, until picking up signs for the Albert Dock. This will take you via the A59 onto the A5053 heading for the Albert Dock. Follow the Yellow AA Signs marked Echo Arena. The nearest car park to ACC Liverpool is on site: turn off at Queens Wharf where you will find a 1,600 space multi-storey car park. Alternative car parking is shown on the venue map.

By Train

From the South - Virgin Rail operate hourly direct services to Liverpool Lime Street (London to Liverpool approx. 2.5 hours).

We have recently received confirmation that there are planned engineering works along this route, so would advise guests to consider travelling on Friday instead of Saturday to avoid a prolonged journey.

From the North - Virgin Rail to Wigan North Western, Local train to Liverpool Lime Street.

ACC Liverpool is a 15 minute walk from Lime Street, a short taxi ride; you can take a Merseyrail train to James Street or catch the Route S1 bus directly to ACC Liverpool.

We would advise that you book your train journey well in advance

By Bus

The City Centre Circular Route S1 links Lime Street railway station with Queen Square Bus Station, the Albert Dock, ACC Liverpool and other central tourist attractions. Route S1 operates every 10 minutes every day.

By Plane

Flying to John Lennon Airport - taxi to the City Centre will take approximately 20 minutes, or a bus will take approximately 40 minutes.

For the venue map see the further information documents at the bottom of the webpage:

<http://www.architecture.com/WhatsOn/AwardsCeremonies/Events/2008/RIBASTirlingPrizeDinner.aspx>.

14. Which entrance of the BT Convention Centre do I use?

Please ensure that you check your ticket for the correct entrance to the use for the event. Guests attending the main reception should arrive by the **Riverside entrance** and guests attending the Sponsors reception need to arrive by the **Cityside entrance**.

15. Where can I arrange to meet my guests on arrival?

If your guests need to collect their tickets, please ensure that you meet them outside the appropriate entrance to BT Convention centre, as they will be required to present their ticket on entry. The drinks receptions will take place in the Foyer and upper foyer areas.

16. How do I buy extra wine on the night?

Wine is included at the dinner in the ticket price. Following dinner a cash bar, serving a range of drinks, will be open.

17. When can I put out my place cards?

You will be able to access the main space from 18.00 to put place cards on your table. Table plans will be displayed to allow you to check where your guests are seated.

18. How can I book accommodation?

The dedicated webpage which had been set up for accommodation booking has now expired, however it's still likely that there will be some availability at hotels across Liverpool. If you contact Louise Fitzsimmons at the Mersey Partnership on - 0151 237 3938 or email Louise.Fitzsimmons@merseyside.org.uk and explain your requirements, she will be able to assist you.

19. Further information?

If you have additional questions please contact Sarah Davey, RIBA Event Manager via email events@inst.riba.org or telephone 020 7307 3778