
Royal Gold Medal and Fellowships Dinner: FAQ

1. How do I buy tickets for the event?

You can now purchase tickets online at www.architecture.com/whatson if you wish to pay by credit card. To pay by cheque please complete and return the downloadable booking form enclosing full payment. Tickets are allocated on first come, first served basis, so we'd advise that you book before the end of January to avoid disappointment. *Please note that we are unable to guarantee any booking until full payment has been received.*

2. How many guests are there per table?

Tables will be made up of 10 guests; please note that this is the maximum number of place settings possible at the table.

3. Do I receive confirmation of my booking /RSVP for the dinner?

If you booked your tickets online you will receive confirmation emails shortly afterwards. If you posted, faxed or emailed a booking /RSVP form, a confirmation email will be sent to you within 10 days of us receiving it. If you wished to check on the status of your booking, please email events@inst.riba.org.

4. When will I receive my ticket(s)?

Your ticket(s) will be posted, along with relevant guest information to the contact name specified on the booking **w/c 18 January 2010**. If your or your guest(s) lose a ticket prior to the day of the event, please inform us as soon as possible events@inst.riba.org, as all guests will be asked to present their ticket to gain entry.

5. Will my guests be sent their tickets individually?

No, tickets will be sent to the person who purchased them. Please be aware that all guests will be required to present their own ticket to gain entry to the event..

6. Do I need to tell you the names of my guests?

Yes - in order to fulfil health and safety requirements for the event, we **do require the names of all guests** attending.

7. When will I be asked for the name(s) of my guest(s)?

If you **do** know the names of the guest(s) attending at the time of online booking, please email them to events@inst.riba.org or if you have posted, faxed or emailed a booking form please complete the Guest names section (2nd page of the booking form). If you need to advise us of names after you have booked tickets, please email events@inst.riba.org before the deadline of **Wed 27 January 2010**. Please also state any dietary, access or seating requirements.

8. Who do I notify with any dietary or special access requirements?

The deadline for all requirements is **Wed 27 January 2010**; please include these details on email or on the Guest Names section of the booking form as appropriate and send to Sarah Davey, Events Manager events@inst.riba.org.

9. Will I be able to sit with my guests?

Please specify your seating requests at the time of booking /RSVP and we will endeavour to accommodate your wishes. Please note that if you book 10 tickets we will assume that this forms a complete table, if you wish for the 10 places to be scattered around the tables, you **must** specify this. Unfortunately we are unable to guarantee to position specific tables next to each other, so please bear this in mind if booking more than 10 tickets.

10. If I attend on my own, or in a small party, who will be seated with me?

All of 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 you have a party of four, an additional six guests will be seated with you; or, a group of five couples will be seated together.

11. When are table plans available?

Table plans will be displayed at the RIBA from 17.30 onwards on the day of the event.

12. What is the dress code?

Black tie.

13. What hotels are in the area?

A list of a range of hotels is available to download from the Royal Gold Medal and Fellowships Dinner event page at www.architecture.com/whatson

NB: This list is only intended to give guidance to dinner guests. Therefore the RIBA can accept no responsibility for the standard and quality of the suggested hotels.

14. How do I get to the RIBA?

The RIBA is situated at 66 Portland Place, London, W1B 1AD, please see separate map for instructions.

15. What are the timings for the dinner?

17.45	Drinks reception
18.45 - 22.00	Royal Gold Medal and Fellowships Dinner and presentations
22.00	Cash bar
23.00	Carriages

16. 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 main entrance to the RIBA, as they will be required to present their ticket on entry.

17. Do we need to pre order wine for the table?

Wine served at dinner is included in the ticket price. After dinner a cash bar will be open.

18. Will there be place cards for all guests?

No- only the RIBA hosted tables will have place cards. However each guest will be assigned a table at which they must sit. Table plans will be displayed to allow you to check where you and your guests are seated. If you wished to bring your own place cards for your own guests, you will be able to access the main space from 18.00 to put these out.

19. Further information?

If you have additional questions, please contact Sarah Davey, RIBA Event Manager via email events@inst.riba.org or Charlotte Bogaert on 0207 307 3801