

RIBA National and International Awards Dinner 2008: FAQ

1. How do I book tickets for the dinner?

Please complete and return the downloadable booking form with full payment. We are unable to book places at the event until we have received both items. Please note that tickets are offered on a first come first served basis, so we would advise that you book early to avoid disappointment.

2. When will my booking for the event be confirmed?

If you have included an email address on your completed booking form an email confirmation will be sent to you by w/c 26 May. Tickets will be sent directly to the contact name as specified on the form w/c 9 June. .

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

Your ticket(s) will be posted, along with relevant guest information, from w/c 9 June. **Please ensure that your guests are in receipt of their own ticket prior to their arrival at the event otherwise they will not be able to gain entry to the event.**

4. 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 9 June at the latest.**

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

Yes, 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 9 June at the latest.**

6. 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 booking form and we will endeavour to seat you together.** Please note that tables seat ten guests only.

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

All the tables seat ten guests, so any guests attending on their own, or small parties, will be seated with other guests to make up a table of ten. 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.

8. When are the table plans confirmed?

Table plans will be confirmed by Wednesday 25 June and available to look at in the drinks receptions at the event.

9. What is the dress code?

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

10. What are the timings for the dinner?

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|-------|------------------------------------------------------------------------------------------------------------------------------------|
| 18.30 | Drinks reception |
| 19.15 | Dinner served Client of the Year RIBA National Awards RIBA European Awards RIBA International Awards Lubetkin Prize |
| 22.30 | Cash bar open. |
| 01.00 | Carriages |

11. Do all guests need to register on arrival?

You will be asked to present your ticket on arrival, however you will not need to register. If you have lost or not yet received your ticket, you will need to receive a replacement ticket from the RIBA ticket desk at the event.

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

Please ensure that your guests are in receipt of their own ticket prior to their arrival at the event. The pre dinner receptions will take place in the Harvest and Wellington Rooms (you will be shown to the appropriate room on arrival). However, if you would like to meet your guests prior to this reception the London Hilton on Park Lane has four public bars:

- ‘Windows bar’ (28th Floor)
- ‘Pop’, champagne bar (Lobby level)
- ‘Zeta bar’, cocktail bar (Lobby level)
- ‘Trader Vic’s’, cocktail bar with Polynesian theme (Lobby level)

13. 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 in the Ballroom foyer.

14. Will there be place cards arranged?

Please note that we do not produce place settings for all guests. If you have purchased a complete table and wish to bring along your own, you will be able to access the ballroom from 18.00 to put the cards on your table. Please request the number of your table from the ticket desk at the event.

15. What hotels are in the area?

A downloadable list of a range of hotels is available, alternatively contact Sarah Davey, RIBA Events Manager, via email: events@inst.riba.org. *NB: This list is only intended to help Dinner guests find accommodation if they are attending the event. Therefore the RIBA can accept no responsibility for the standard and quality of the suggested hotels.*