



## **Terms & Conditions**

*Graduation & Admission Ceremony 2022*

These terms and conditions apply to any graduating members, and their guests, attending the CILEX Graduation & Admission Ceremony 2022. These terms and conditions are in addition to the CILEX General Terms and Conditions which you can find on our website [here](#).

It is the responsibility of the graduating member to read through and understand the Terms and Conditions below. Registering for your Graduation & Admission Ceremony constitutes your acceptance of these terms.

### **Tickets**

Once registration opens, you will be able to book your ticket and purchase any guest tickets before the deadline. There are two ticket options available. You can book a *ceremony only ticket* or a *ceremony + drinks reception ticket*.

#### *Ceremony only tickets*

- These tickets permit you and your guests to attend the ceremony in the Great Hall. You will not be permitted to attend the post-ceremony drinks reception taking place in the Lecture Hall + Library.
- Graduating member tickets for *Ceremony only* are free of charge. Guest tickets for *Ceremony only* cost £50 each.

#### *Ceremony + drinks reception tickets*

- These tickets permit you and your guests to attend both the ceremony taking place in the Great Hall and the post-ceremony drinks reception taking place in the Lecture Hall + Library. You and any guests that have a valid *Ceremony + drinks reception* ticket will be provided with a drinks token when you sign in to the venue. This token will need to be presented at the post-ceremony drinks reception to permit entry and can then be redeemed for 1 drink of Prosecco (a soft drink alternative will be available) per token.
- Graduating member tickets for *Ceremony + drinks reception* are free of charge. Guest tickets for *Ceremony + drinks reception* cost £55 each.
- There are limited places available at the post-ceremony drinks reception. If you do not manage to secure a *Ceremony + drinks reception ticket*, you may still be able to purchase a *Ceremony only ticket*.

Following the booking of your ticket and the purchase of any guest tickets, you will be sent a booking confirmation of your purchase, along with a booking reference number.

You will be sent an e-ticket confirmation on Monday 10 October which you will be required to show at the venue on Saturday 15 October upon signing in.

All tickets must be booked and purchased via the events section of your myCILEX portal. Once the deadline of Friday 30 September 23:59 has passed, you will no longer be able to book any tickets. If you miss the deadline, or do not meet the required eligibility criteria, you are not guaranteed a place at your chosen ceremony.

Whilst there is a limited venue capacity for both ceremonies (and the post-ceremony drinks receptions), there is no limit on how many guest tickets you can purchase and as such, these are available on a first-

come, first-served basis. We cannot guarantee the availability of tickets for your chosen ceremony, or for the drinks reception. It is your responsibility as a graduating member to book your tickets and any guest tickets before capacity is reached. We advise that you book early to avoid missing out.

CILEX retains the discretion to set the maximum amount of guest tickets you will be able to purchase at any point during the sales window.

Tickets are not transferable. We try and make the process of allocating tickets as fair as possible. We do not permit the transfer of tickets between graduating members or permit any request to the graduation office to transfer tickets to alternate graduating members.

It is not possible for you to use your guest tickets at any graduation ceremony other than one you have booked onto.

If you book as a graduating member, you must attend the relevant ceremony as such and may not attend as a guest.

No one will be admitted to the ceremony without evidence of either an e-ticket, or a booking reference confirmation number and a form of ID.

Once you have registered your place, you are not able to amend your ceremony booking unless under exceptional circumstances.

If you choose not to attend graduation this year, or are unable to do so due to capacity being reached, you may attend a future graduation ceremony instead.

### **Eligibility**

In order to graduate, you must meet the [eligibility criteria](#).

In order to attend the CILEX Graduation and Admission Ceremony 2022 as a graduating member, you must be an active member, in an eligible membership grade, which you can find listed below.

Eligible grades of membership:

- CILEX Member – Advanced Paralegal
- CILEX Fellow
- CILEX Advocate
- CILEX Practitioner
- CILEX Practitioner & Fellow

In addition to being in one of the above grades of membership, you must also:

- Be up-to-date with your CPD record for the current 2021/2022 year
- Have no declared prior conduct issues that are currently being investigated by CILEX Regulation

CILEX will carry out eligibility checks periodically in the lead up to the 2022 ceremonies. Should you not meet the eligibility criteria at any point, you will be contacted and may not be permitted to attend the event.

### **Children**

If you, or one of your guests is bringing a child who is under 5 years of age, the child can attend the ceremony free of charge, ensuring that they sit on a guests lap during the ceremony. Children cannot be sat with graduating members during the ceremony.

If the child will be coming in a pram or pushchair, there will be facilities available to park these items within the venue but these are left at the owner's risk and neither CILEX nor Central Hall Westminster can be held responsible. Please note that prams and pushchairs are not permitted in the ceremony hall itself.

All children must be supervised by a non-graduating adult at all times before, during and after the ceremony.

### **Dress Code**

The dress code for the event is semi-formal/business attire for you and your guests. All graduating members will also be required to wear the appropriate cap and gown as below.

### **Gowns**

You must wear a cap and gown for your graduation ceremony. This must be the correct cap and gown for your membership grade. You will not be able to graduate if you are not wearing the correct cap and gown.

All gowns are hired through our graduation ceremony partner [Ede & Ravenscroft](#). All gowns are hired at an additional cost of £32 and must be returned to Ede & Ravenscroft upon completion of your ceremony.

You can read through their terms and conditions on their website [here](#).

Find out more about [hiring your gown](#).

### **Date and time**

The date and times of the ceremonies are as published. You may select either ceremony time upon registering your place and booking your guest tickets. It is not possible to attend a different ceremony unless under exceptional circumstances. It is not possible to attend both ceremonies.

### **Filming and photography**

Our graduation ceremony events are professionally filmed. A 'highlight' reel film of both ceremonies will be available to view publicly via the CILEX YouTube channel in the months following the ceremony. Not all captured footage will be used in this final edit.

A professional photographer will also be taking photos of the event. Graduating members, staff and guests are all likely to be captured in either this film or in photographs.

Film footage and photographs taken may be used for media publications, advertising, on our website at a later date, and on social media.

By registering to attend the graduation ceremony, you and your guests are giving permission for your image to be recorded and used in the manner described.

If you have concerns about this, you should contact us.

### **Taking your own photographs and footage**

You are able to take your own photographs or film during the ceremony. However, we ask that you do not obstruct the views of others and that you do so in a discreet manner as possible.

### **Mobile phones**

All mobile phones should be set to silent during the ceremony.

### **Late arrivals**

You and your guests should arrive in good time for your graduation. Please aim to arrive two hours before your ceremony is due to begin. If you arrive after this, you may struggle to move through the registration, photography, and gowning process in time for the start of your ceremony.

Graduating members and guests arriving late may not be admitted.

### **Right to refuse entry**

All graduating members and guests must be seated 10 minutes prior to the beginning of each ceremony. CILEX reserves the right to refuse entry to graduating members and guests once a ceremony has started.

We reserve the right to ask any person to leave the ceremony if they are being disruptive to the proceedings or to other guests. We will not admit anyone without an e-ticket. We reserve the right to refuse entry to a graduation ceremony.

CILEX reserves the right to ask any person to leave the Graduation Ceremony venue if they act in any manner which is disruptive to the proceedings or to other attendees.

Abusive and aggressive behaviour prior to, or on the day of, your ceremony will not be tolerated by CILEX. CILEX reserves the right to ask any person acting in a rude, aggressive, or violent manner to leave the event.

### **Access requirements**

If a graduating member or a guest requires special arrangements, such as wheelchair access, sight or sound facilities, or other assistance, you should let us know this at the time of registration to allow us time to organise the appropriate arrangements and seating.

If you do not make CILEX aware of any access arrangements required, we cannot guarantee that the appropriate arrangements can be put in place in time for your ceremony.

### **Refunds and cancellations**

It is possible for you, as the graduating member, to cancel your registration and guest tickets before the registration deadline of Friday 30 September 23:59. After the registration deadline, we are unable to refund you for your guest tickets, except in exceptional circumstances.

In the event that you as the graduating member are unable to attend the ceremony, please let us know as soon as possible.

Should a graduating member be unable to attend the CILEX Graduation & Admission Ceremony, their guests will not be eligible to attend either.

It is the member's responsibility to cancel their place at any celebration event they have booked to attend, and/or inform any other external suppliers that you have made arrangements with, including gown hire and photography through Ede & Ravenscroft.

### **Force majeure**

CILEX aims to hold graduation ceremonies as advertised, however, we reserve the right to make alterations if necessary.

If the Graduation & Admission Ceremony cannot take place, is delayed, or the ceremony times need to change arising from acts, events, omissions or non-events beyond CILEX's reasonable control, including (without limitation) acts of God, riots, war, acts of terrorism, epidemic or pandemic, fire, flood, storm, earthquake or industrial action, CILEX will not be liable for any losses, direct or otherwise, incurred by graduating members or their guests.

In the unlikely event that a ceremony has to be cancelled and/or rearranged, CILEX will make every effort to contact you to let you know. We will also make every effort to publish information on our web pages and other suitable channels.

If cancelled and/or rearranged, any fees paid towards guest tickets will be transferred to the new ceremony date. If you or any of your guests are not able to attend the amended ceremony date, please contact us to discuss your available options.

### **COVID-19**

Whilst circumstances may change between now and the ceremony date, under the current guidelines Central Hall Westminster's COVID-19 policy advises all visitors to wear facemasks throughout the building at all times unless exempt, or if they are eating/drinking. Hand sanitiser will be available at multiple points throughout the building and its use will be strongly advised.

Throughout the building, social distancing is advised. In the Central Hall, where the ceremony will take place, we do advise that your guests socially distance themselves from other guests as much as possible, allowing for several seats between parties where possible.

You can view any additional measures that the venue are putting in place to keep visitors safe [here](#).

In the unlikely event that a ceremony has to be cancelled and/or rearranged due to COVID-19 restrictions, CILEX will make every effort to contact you to let you know. We will also make every effort to publish information on our web pages and other suitable channels.

If cancelled and/or rearranged, any fees paid towards guest tickets will be transferred to the new ceremony date. If you or any of your guests are not able to attend the amended ceremony date, please contact us to discuss your available options.