

INFORMATION FOR FINALISTS

As you will be aware, the Awards will be presented at the **Mercure Grand Hotel**, on Thursday 12th September 2024. The evening will commence at **7.00pm** with a pre-dinner drinks reception. Please could you also confirm with all dinner guests that the **dress code for the evening is lounge suit or equivalent**, it is not a black-tie event but please feel free to wear should you wish.

Could you please also note the following arrangements for the night: -

- The Awards Ceremony will commence following the meal at approximately 9.30pm.

- The host and the main sponsor will present the awards to the overall winners in each category.

- The running order of the awards will be the same as the awards dinner brochure which each guest will find at their place setting on the night itself.

- Should you be successful on the evening, upon announcement your representatives should proceed to the podium up the stairs of the stage for presentation and photographs. There will be full wheelchair/ mobility access if required. Please look out for a member of the APSE staff in front of house who will direct you where to go.

- Immediately following the formal Awards ceremony, all remaining finalists will be directed by staff to collect their finalist certificate (please look out for information on the big screen following the awards ceremony). A professional photographer will be on hand to record the presentation of this.

- Please note payment at that the bar on the evening will be **card only**.