CHRISTMAS LECTURES® 2013
Please read the following information...

Thank you for booking tickets to attend the CHRISTMAS LECTURES, which will be recorded at the Royal Institution. To make your visit as enjoyable as possible, please read the following information.

Getting to the Royal Institution
21 Albemarle Street, London, W1S 4BS
The Ri is located on Albemarle Street in Mayfair. The closest Underground station is Green Park, on the Jubilee, Victoria and Piccadilly lines. There are numerous bus stops nearby, and cycle racks round the corner on Grafton Street.

Timing
The CHRISTMAS LECTURES begin at 6.00pm, but please ensure that you arrive at the Ri between 5pm and 5.30pm. **Anyone arriving at the Ri after 5.30pm will not be admitted to the theatre and their ticket cost will not be refunded.** The lecture is scheduled to last for approximately one hour, but due to filming retakes it could last up to two hours. To avoid disruption no one will be permitted to enter or leave the theatre for the entire duration of filming, so please make sure you organise your travel arrangements with this in mind.

The Ri will be open from 4.00pm on Saturday 14 December and from 9.00am on Tuesday 17 and Thursday 19 December. You can grab a tasty bite in our café.

Seating arrangements in the lecture theatre
There will likely be a short wait between the time you arrive at the Ri and the time we are able to begin seating people in the lecture theatre. Please be patient during this time; the film crew are making sure the set is safe and ready to accommodate you.

The colour of the sticker on your printed ticket corresponds to a coloured section within the lecture theatre. Stewards within your section will tell you where to sit. Juniors and adults sit separately; typically juniors are seated in the lower tier and adults in the gallery. For this reason it is important to make sure that the adults in your party have tickets marked with a pink sticker.

Please note that the BBC may, for operational reasons, need to move people to different locations in the theatre on the day, but we will try to keep such changes to a minimum.

Cancellations
As the CHRISTMAS LECTURES are extremely popular, if you are unable to attend one or more of the lectures, we would be grateful if you could return your unwanted ticket(s) to us so that we can re-allocate the seats. We will only issue a refund if we receive notification and the unwanted tickets at least two weeks before the lecture date. Please note that this supersedes the Ri’s normal cancellation conditions. A £2.00 administration charge per ticket will be deducted for any refund given.
School bookings
- School parties are requested not to wear their school uniform.
- Please note that because children and adults are seated separately, teachers will likely not be seated with their students.
- If you are travelling to the Ri by coach, Albemarle Street is a narrow one-way street, so coaches may find it difficult to approach the Ri at very busy times. There are coach parking bays nearby at Hanover Square (2 bays), Tothill Street (6 bays) and Park Lane (17 bays).

Filming
Ticket holders consent to filming and sound recording as members of the audience. School parties should ensure that appropriate parental permission is obtained before attendance. The unauthorised use of photographic, sound or film equipment in the venue is strictly prohibited. Unauthorised recording may result in the tape or film being destroyed, and your removal from the event without a ticket refund.

Clothing/branding
Please avoid wearing any clothing with obvious logos/branding as anyone wearing such garments may be asked to move out of camera range.

Standby tickets
Because a significant number of people do not turn up on the day of the lecture we have some non-guaranteed standby tickets available. We are confident that we will be able to seat you in the lecture theatre but please be patient with us on the day whilst we are finding your seats. In the unlikely circumstance that we are not able to seat you in the theatre we will give you a full refund for your ticket and a place in the Library to watch a live feed of the lecture. Please note that children with standby tickets are given priority over adults with standby tickets.

Mobile phones
Please note that all mobile phones must be turned off during the lecture. A phone ringing during the lecture could ruin the recording and even if the phone is on silent or vibrate it will affect audio equipment and could significantly disrupt filming.

Special requirements
Hopefully you will have informed us at the time of booking of any particular requirements that you or your party may have, eg for wheelchair access or any disabilities. If you haven't yet, please contact us as soon as possible on 020 7409 2992. We need to know this information in advance so that we can ensure that we are able to accommodate you appropriately.

Food and drink, personal possessions
We have a café where refreshments can be purchased. However, please be aware that food and drink will not be allowed in the lecture theatre itself. We will have a cloakroom available on the day of the lectures, so please make use of them as there is limited space in the theatre to store your coats and bags. Please note the Ri cannot be held responsible for your items should they get lost or damaged.

Demonstrations
Many of the demonstrations you will see require volunteers. Although some are planned in advance, most volunteers are chosen in the lecture. There is no way for us to arrange for you to take part in demonstrations – the best way to volunteer is just to put up your hand.

If you have any other questions that have not been addressed by this sheet, please call the Events Team at the Royal Institution on 020 7409 2992.