



# The Faculty of Pharmaceutical Medicine Awards Ceremony 2023

27 June 2023

Royal College of Physicians  
11 St Andrews Place, London NW1 4LE

## Information for Awardees and Citation Readers

**18:00-18:20**

### Registration (Lower Hall, RCP, London)

We will open registration at 18:00 and you should arrive no later than 18:20. This is to give you time to get to your seat before the ceremony starts at 18:30. If you arrive before 18:00, please explore the venue, but you must register with us when we open at 18:00 so we know you are here for your award.

**By 18:25**

### Awards Ceremony (Seligman Theatre)

Awardees (new Honorary Fellows, Honorary Members, Specialist Registrants, Members by Distinction, Members, Fellows, and winners of the President's Medal and the Academic Achievement and Volunteer Awards) and citation readers take their places in the auditorium where seats will be reserved by name. Your guests may sit in any of the unreserved seats behind.

**Please find your seats in plenty of time as the ceremony will start promptly at 18:30.**

**18:30-19:30**

### Presentation of Awards

1. All stand as the President and Officers enter and then the President will open the ceremony.
2. The Registrar will call the first citation reader to the stage to read the citation from the lectern for the new Honorary Fellow. After the citation has been read, the citation reader will formally introduce the Honorary Fellow to the President and guests before returning to their seat. The new Honorary Fellow should come forward on to the stage at this point and stand next to the President on her left-hand side and a photograph will be taken after which you should return to your seat. The Registrar will then call the second citation reader and repeat as above until all Honorary Fellows have been presented to the President.
3. Next, Fellows, Members, Specialist Registrants and Members by Distinction are called forward in seating order by the Registrar. If you are receiving recognition for more than one award you will only be called forward once. Come forward on to the stage as your name is called and stand next to the President on her left-hand side. If your seat is on row 2 or behind, your whole row will be asked to move to the left-hand stairs where you should wait in seating order for your name to be called. FPM staff will be there to guide you on the day.

4. The President will greet you with a handshake and your photograph will be taken.
5. After the presentation, each awardee should return to their seat. For those in row 2 or behind, return to your seat via the opposite stairs from which you exited your seat so as not to block the way for the next awardee.
6. Next is the presentation of the Academic Achievement Award. The Chief Executive will announce who has won this award and the winner will be invited on to the stage. You should stand next to the President on her left-hand side and a photograph will be taken after which you should return to your seat.
7. Next is the presentation of the Volunteer Award. The Chief Executive will read the citation and then invite the winner to come on to the stage and to go the lectern to say a few words. The winner should then stand next to the President on her left-hand side and a photograph will be taken after which you should return to your seat.
8. The Ceremony will end with the presentation of the President's Medal. The President will call the citation reader to the stage to read the citation from the lectern. After the citation has been read, the citation reader will invite the winner to come on to the stage and to go to the lectern to say a few words. The winner should then stand next to the President on her left-hand side and a photograph will be taken after which you should return to your seat.
9. The President will then close the Ceremony.
10. Group photographs of all awardees will be taken immediately after the ceremony and all awardees are asked to remain in the Seligman Theatre for this.

We will email you a copy of your photograph a few weeks after the ceremony. However, your family and friends are welcome to take their own photos, but they should remain in their seats when doing this and try to be as discreet as possible.

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**19:30-21:30****Drinks reception with canapes**

Please stay and celebrate your achievement with friends, family and colleagues. The drinks reception will be held in RCP's Medicinal Garden (outside) and in the Platt Room (inside).

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**Dress code**

Please dress for a formal awards ceremony, but this is not a black-tie event. When thinking about your shoes, bear in mind that the garden drinks reception will be on grass.

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**Contact us**

Contact Numbers on the day 9:00-16:00 are 020 3696 9041 (FPM) and 020 3075 1649 (RCP). If you need to contact us after 16:00 call FPM mobile on 07549 668 190.

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***PLEASE LET US KNOW IN ADVANCE IF YOU ARE UNABLE TO ATTEND***

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