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From the Principal
Professor Adrian Smith FRS
Email: principal@qmul.ac.uk

12 April 2006

To: All Members of Council
All Members of Staff

**COLLEGE GUEST NIGHT
and
Formal Re-opening of the Octagon
Wednesday 21 June 2006: 7:00 for 7:30 p.m.**

The next College Guest Night will be held on Wednesday, 21 June to mark the re-opening of the newly re-furbished Octagon. It will retain the usual format of a formal dinner preceded by drinks, and on this occasion, be accompanied by music. Lord Wolfson of Marylebone will be the principal guest of honour.

Members of staff and Council are encouraged to invite guests, who may be colleagues from other universities, industrial sponsors, external contacts, friends or members of family. It is a pleasant and relaxed occasion presenting an opportunity to repay hospitality and meet colleagues from other disciplines. Please consider coming - with or without a guest.

We anticipate that demand for this evening may exceed our seating capacity so reservations will be made on a first-come, first-served basis. If in doubt, please call Susan Hemp on ext. 5001 or e-mail, s.v.hemp@qmul.ac.uk to confirm that space is still available. If demand does indeed exceed our expectations then we will consider holding an additional Guest Night in the autumn term.

Guests will be seated with their hosts and every effort will be made to ensure a suitably convivial table. If you wish to be seated with a particular group or department please indicate this on the booking form.

The cost is £30 per person.

If you would like to attend, please complete the booking form. Before completing the form, please ensure that your guest(s) is/are free that evening and happy to attend. A formal invitation card will then be sent from my office to you and to your guest(s).

Yours sincerely



COLLEGE GUEST NIGHT
The Octagon
Wednesday 21 June 2006: 7:00 for 7:30 p.m.

Your name (including title).....
Department (if internal)
or address:
.....

Name and address of guest(s) (**include full title** etc for invitation and some indication of interests to help with seating plan) (Please use separate sheet for additional guests).

1.
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2.
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3.
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(Please photocopy this form and include your name if you need to add additional names)

Please state if you or your guest(s) have any special dietary requirement.
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I enclose a cheque (payable to Queen Mary, University of London) for:

£..... (**£30 per person**) or

Charge to Departmental code.....

Signature of Head of Department/Budget holder.....

Please return as soon as possible **but by Friday 2 June at the very latest** to:

Susan Hemp
Principal's Office
Queen Mary, University of London
London E1 4NS