

Friday 2 November 2018

Dear member of Court,

We very much hope you are able to attend this year's Annual Meeting of Court at the University of Bristol on **Friday 7 December 2018**.

An outline schedule of the meeting can be found overleaf.

A final agenda will be sent out not less than seven days before the meeting. In accordance with the University's current practice, aimed at being environmentally responsible and reducing cost, the meeting papers will be published online; the website details will be sent out with the agenda in due course. Hard copies of all papers will also be available on the day of the meeting. Please contact the Governance Team by phone or email (see contact information above) if you are unable to access the online papers.

We would like to remind you that pursuant to the Statutes, members of Court are required to give a minimum of twenty days written notice to the Secretary of any business they wish to raise at the meeting. The Statutes also require that members raising any such business obtain the support of at least nine other members of Court. Please contact the Governance Team for further information and advice if you wish to raise any business at the meeting.

As you know, we are increasingly communicating with members of Court electronically. We would therefore appreciate it if you could let us have your current email address, if you have not already done so.

We would be grateful if you would notify us by email at governance@bristol.ac.uk (or otherwise notify the Governance Team by post or telephone) by **Friday 16 November 2018** if you intend to be present at the meeting.

Please note that we ask that you reply only if you will attend.

Yours sincerely



Jane Bridgwater and Sue Paterson
University Secretary

Annual Meeting of Court

Wills Memorial Building

Friday 7 December 2018

0945 Registration/refreshments

1030 Academic procession

1100 Welcome by the Chancellor and Vice-Chancellor (including the opportunity to ask questions of the Vice-Chancellor and the University's Senior Executive Team).

1130 Annual reports to Court and other formal business

1300 Lunch

1430 Close

Transport

A number of bus services stop at the top of Park Street near the Wills Memorial Building including many from Temple Meads Station (1/2, 3, 4, 8/9,). There is also cycle parking to the side of the Wills Memorial Building. Members travelling by car are advised to use the 'West End' car park in Berkeley Place or Trenchard Street Car Park, accessed from Lodge Street. The Wills Memorial Building is a few minutes' walk away.

For more information on all of the above, please visit: <http://www.bris.ac.uk/maps/directions/>

Further information: Please contact the Governance Team: governance@bristol.ac.uk.