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Dear Court,

I am pleased to advise you that the papers for the Annual Meeting of Court on Friday 1 December have now been published. As confirmed in the convening note, the theme of the meeting of Court will be "Enterprise & Innovation".

If you have not yet confirmed your attendance at the meeting, and wish to attend, please contact [governance@bristol.ac.uk](mailto:governance@bristol.ac.uk) as soon as possible.

#### Papers

The papers for the meeting can be found at: [www.bristol.ac.uk/court](http://www.bristol.ac.uk/court). Please contact the Governance team by phone or email (see contact information above) if you have any technical issues accessing the papers. Please note that papers are provided digitally only.

#### Questions

We are preparing responses to questions submitted by Court members, and where appropriate, these will be published at [www.bristol.ac.uk/court](http://www.bristol.ac.uk/court) in advance of the meeting. There is also time allocated during the meeting for questions.

#### Meeting Format

The meeting of Court will be held in person in the Great Hall, Wills Memorial Building. If you have already indicated that you will be attending online, details will be sent to you directly, the day before the meeting. Please note that we will be recording the meeting.

#### Travel and Expenses

A number of bus services stop at the top of Park Street near the Wills Memorial Building including many from Temple Meads Station (U1, 1/2, 3, 4, 8/9, 72). There is also cycle parking to the side of the Wills Memorial Building. For more information, please visit: <http://www.bris.ac.uk/maps/directions/>

We will be more than happy to reimburse any reasonable travel expenses incurred for this meeting which are in line with the [University's Travel and Subsistence Policy](#). However, **we are unable to reimburse any accommodation costs or those relating to international travel**. To raise a claim, please complete the [Non-Staff Expense Claim form](#) and return it electronically to [governance@bristol.ac.uk](mailto:governance@bristol.ac.uk) (along with any associated receipts) **within 8 weeks of the meeting**.

We look forward to seeing you.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lucinda Parr".

Lucinda Parr,  
Chief Operating Officer, University Secretary & Registrar