



Governance Team
University of Bristol
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Dear Members of Court,

I am pleased to advise you that the papers for the Annual Meeting of Court on Friday 13 December have now been published. As confirmed in the convening note, the theme of the meeting of Court will be "Bristol Learning City – Future skills".

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

Papers

The papers for the meeting can be found at: 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 in advance of the meeting. There is also time allocated during the meeting for questions. Please note that the deadline to submit any questions is **Tuesday 3 December**, and you can do so via this [online form](#).

Meeting Format

The meeting of Court will be held in person in City Hall, College Green, Bristol BS1 5TR. Please note that we will be recording the meeting.

Travel and Expenses

City Hall is located at the bottom of Park Street bordering College Green. It is easy to get to on foot, bike or by public transport and is close to local bus stops including many from Temple Meads Station (U1, 1/2, 3, 4, 8/9, 71, 72). There is also cycle parking to the side of City Hall. For more information, please visit: [City Hall venue hire](#). There is also information here about [accessibility](#) at City Hall.

We will 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 (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