

Team Members Attending Silverstone
New Procedure for 2017

For the 2017 competition, we require all teams to identify team members wishing to attend the Silverstone event.

As team accounts do not restrict the number of team members that can be added to your team list, this new process is vital for us to ascertain how many people are actually expected to be on site at Silverstone for the event and to ensure that all team members are issued with the correct accreditation in order to gain access to the venue.

The new process is summarised in the below FAQs and step by step process. If you need any clarification, please do not hesitate to call Lucy Killington on 020 7304 6837 or email fs@imeche.org

Please note: The deadline for updating your team list is **17:00 UTC Friday 12 May 2017** and the payment deadline is **17:00 UTC on Friday 26 May 2017**.

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Why do I need to tell you who will be attending Silverstone?

It's important for event organisers to know how many people will be on site for the event. We believe that this new process will allow us to be better prepared in advance of the event and ensure that everyone is provided with accreditation to gain access to the venue.

How many team members can I have in my FS team?

Anyone can have a Team Member Account, so theoretically you can have as many Team Members as you like.

Team Members who will be attending Silverstone will need accreditation in order to gain entry to the venue. Class 1 entries include accreditation for up to 25 team members, Class 2 up to 7 team members.

If you plan to exceed these limits with those attending Silverstone, you need to pay for additional team members.

Why do I need to pay for additional team members?

Your Class 1 entry fee includes accreditation for up to 25 team members and up to 7 team members for Class 2, to attend Silverstone.

Your team list will be used to produce your accreditation which permits entry to the four day event at Silverstone on 20-23 July 2017. The deadline for updating your team list is **17:00 UTC Friday 12 May 2017** and you must pay for additional members via credit card by **17:00 UTC on Friday 26 May 2017** in order for us to arrange accreditation for you.

How much do I have to pay for each additional team member?

Additional team members (including additional Faculty members) is charged at £29.34 + VAT.

Why do we need accreditation?

In the current global climate, it's increasingly important for event organisers to give priority to the safety and security of attendees. Part of this is ensuring that we know who is attending our event.

Everyone attending Silverstone, whether you are a team members, sponsor, volunteer or spectator, will need a valid spectator ticket for entry or accreditation in order to gain access to the venue.

What do you need in order to produce my team's accreditation?

We need your completed team list, with a tick in the box if they are attending Silverstone, plus full payment of your initial entry fee plus any additional team member payments (if over 25 people attending Silverstone for Class 1, or over 7 people attending for Class 2).

When is accreditation valid?

Accreditation is valid and required for each day of the Silverstone event on 20-23 July 2017. You will not gain entry to the venue without either accreditation or a valid spectator ticket*.

You are not required to have accreditation for the set up day (Wednesday 19 July).

Accreditation/ticket check points are Silverstone Main Entrance security gate and Gate 6 from the Campsite.

**Spectator tickets will be available to purchase at Silverstone on Friday 21, Saturday 22 and Sunday 23 July. Access on Thursday 20 July is via accreditation only.*

Do I need accreditation to access the campsite?

No, but you will need it to access the venue from the campsite, via Gate 6.

Can I come and go throughout the day with my accreditation?

You will need to keep your accreditation with you at all times. If you need to come and go from the venue e.g. return to the campsite during the day, you will need to get the security staff to give you a hand stamp.

Is accreditation transferable?

No. Accreditation will be in the form of a 'festival style' wristband which must be security fastened on the wrist for the duration of the event.

You will be required to show this to security staff whenever you come and go from the venue across the four day event (20-23 July 2017).

How do I add team members?

Faculty Advisors and Team Leaders will have access to 'Manage Members' tab on the left hand menu of their Team Account. You will see a tick box for 'Attending Silverstone' next to each member. Tick this box for everyone who will be attending and the number of additional members you need to pay for will be automatically calculated at the bottom of the table. You can then make payment via credit card by selecting 'Click here to proceed to additional member payment' at the bottom of the page in red.

When will we receive accreditation?

Accreditation will be available to collect on arrival at Silverstone on Wednesday 19 July 2017. Full details for collecting accreditation will be made available closer to the event.

How do I pay?

Select 'Click here to proceed to additional member payment' at the bottom of the Manage Members page. Payment is via credit card. If you require a VAT receipt, please email fs@imeche.org with your payment reference.

What if I've transferred from C1 to C2?

If you entered and paid for Class 1, transferred to Class 2, but still wish to bring more than 7 team members to Silverstone, finalise your Team List (by the deadline of **17:00 UTC 12 May 2017**) and then call Lucy Killington, Project Leader on 020 7304 6837 before **17:00 UTC 26 May 2017**.

Team Members Attending Silverstone Selection Process

Log in to your Team Account before 17:00 UTC, 12 May 2017



Select 'Manage Members' from the left hand menu



Look for the check box in the column 'Attending Silverstone' on the far right of the team list table



Tick the box for all attending



Remember you have 25 team members included for Class 1 and 7 team members included for Class 2*. You can add extra team members for £29.34 + VAT per team member. Extras are calculated at the bottom of the page automatically.



Once you have your full list of attendees, go to the bottom of the page and select 'Click here to proceed with additional member payment'



Pay for any extras with a credit card before 17:00 UTC, 26 May 2017 and email fs@imeche.org with your payment reference if you require a VAT receipt

*If you transferred from Class 1 to Class 2, but entered and paid for Class 1, please finalise your team list then call Lucy Killington on 020 7304 6837