



UCAS

**UCAS exhibitions**

# Visitor information pack

**Date:**

**11 and 12 March 2020**

**Venue:**

**Brunel University London**

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## A

### Accidents and near misses

If you are involved in, or witness, an accident or near miss while on-site, please report it to the organiser desk immediately. Members of the team will be located at the 'information desk' near the visitor registration area.

Should injury occur as the result of an accident, a first aid team will be on-hand to assist – also located near the visitor registration area.

### Arrivals

On arrival, please head to the Indoor Athletics Centre (IAC) – you will see the UCAS flags and this is the domed building ahead of you on the left as you enter campus. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the front of the IAC. Please do not use the main entrance – entry to the event will be via the side door on the right-hand side of the building, opposite the student accommodation block.

Your exhibition ticket is personal to you and should not be passed on to other group members as this would compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event and re-register to gain re-admittance.

## C

### Cars

Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.

**If travelling by car using a satnav, please use postcode UB8 3PN and then enter via Kingston Lane.**

On arrival, please park in any available space except those marked as 'reserved'. All parking restrictions have been lifted, there is no need to have a permit or pay for a ticket. Please ignore all signs asking you to do so.

There will be parking attendants on hand to assist and direct you when you arrive.

## Cash machines

Cash machines are in the following areas:

- Sports Centre (ground floor, next to the stairs) – opposite the venue
- Hamilton Centre – Santander
- Concourse Hall, Isambard Hall

## Catering

Complimentary tea and coffee will be available throughout the day in the teachers' and exhibitors' lounge, located near the registration area. There will also be a retail offer selling hot chocolate, a range of pastries, cakes, confectionery items, and sandwiches.

### Visitors

All visitors are welcome to use the facilities on campus to buy snacks/lunch/refreshments.

Outside the exhibition hall, there will be street food style hot food stand on the concourse opposite the main IAC entrance.

There is also a range of other outlets on campus:

- bite (proudly serving Starbucks) located in the Eastern Gateway Building
- The Beldam (table service restaurant), located in the Eastern Gateway Building
- The Coffee Room (serving artisan coffee), located in the Lecture Centre
- 1966 café (serves Costa coffee) located in the Bannerman Centre
- Subway, Locos (Student Union bar), The Junction (food hall) in the Hamilton Centre
- Costcutter, located in the Hamilton Centre
- Lancaster Hotel restaurant

## Coaches

**Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.**

If travelling using a satnav, please use postcode UB8 3PN and then enter via Kingston Lane.

We want your arrival on campus to be as smooth as possible, so please ensure your driver follows these instructions:

- When you arrive at the university from the Kingston Lane entrance, all coaches/minibuses must turn **left** onto the South Loop Road.
- Drop-off and collection areas for coaches/minibuses will be available across campus, and there will be limited off campus space during the event.

- All coaches/minibuses will only be able drop-off and collect on campus.
- Coach parking will be available nearby, clearly marked and directions are available from parking stewards.
- Please follow all directional signage.
- Parking stewards will be available to assist with directions.
- Charges will not apply, however coach permits be required.

**Please ensure your coach driver has your contact number in case they need to reach you with their campus collection location.**

## D

### Directions

**Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.**

#### **Directions and satnav**

Full instructions for reaching the campus can be found on the [Brunel University London website](#).

If travelling by car, coach, minibus, or taxi, **entry to campus is via Kingston Lane only**. If using a satnav, please enter the postcode UB8 3PN (instead of the main university postcode), to ensure you're directed to the main entrance.

#### **Public transport**

For public transport details, please refer to the travel information on [Brunel University's website](#).

All-day travel cards can be purchased in all London Underground tube stations and used on tubes/buses.

Please be aware that **local buses do not accept cash** and you will need to use contactless payment or an Oyster card. Please refer to the [TFL website](#) for more details.

## E

### Emergency procedures

The UCAS exhibition has been approved by the university's Health and Safety Team, to ensure the safety and welfare of our exhibitors and visitors.

In the unlikely event of a fire evacuation, please carefully follow the instructions of the Brunel University London staff, who will lead you to the designated meeting point.

Should you require additional help or assistance during an evacuation, please ask the nearest member of staff.

## Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their red UCAS t-shirts.

## F

### First aid

Designated first aid staff will be on-hand at the venue for the duration of the event, located near the visitor registration area. Should medical assistance be required, please alert the First Aid Team or event staff.

If medical assistance is needed outside the exhibition opening hours, please contact the Brunel Security Team on 01895 255 786.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitors' property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

### Internet

WiFi will be accessible on campus through Eduroam – please go to [www.jisc.ac.uk/eduroam/participating-organisations](http://www.jisc.ac.uk/eduroam/participating-organisations) to check if your school, college, or organisation supports this scheme.

If they do, to connect to Eduroam at the event, please go to

<https://connect.brunel.ac.uk/eduroam/> and follow the instructions.

Without an Eduroam account, you will not be able to access WiFi.

## L

### Lost property

If any property is lost or found in the venue, please report it to the Event Organiser at the information desk.

For the duration of the event, all lost property enquiries should be directed to the information desk, located near the registration area in the venue.

In the event of lost property enquiries outside the exhibition opening hours, please contact the Brunel Security Team on 01895 255 786.

## O

### Organisers

If you wish to speak to the Event Organiser, they can be located at the information desk in the IAC.

## P

### Parking

Parking is available in any vacant bay on campus, except those marked as 'reserved'. There are no charges for parking on campus during the event, please ignore signs asking you to pay and display.

## R

### Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be requested from [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## S

### Security

Brunel security is on-hand across campus 24/7. If the Security Team is needed please call 01895 255 786.

### Student talks

Student talks will be running throughout the day and are available on a first-come, first-served basis. They will be signposted, but please ask a member of staff for directions. The full seminar programme can be found on the [event webpage](#).

### Smoking

The university operates a total ban on smoking (including e-cigarettes) on all premises, including catering outlets. Smoking is permitted only in open spaces well away (a minimum of four metres) from building entrances and windows.



To Whom It May Concern

Our ref: KP/IND

24 May, 2019

Zurich Municipal Customer: **Brunel University and Subsidiary Companies**

This is to confirm that Brunel University and Subsidiary Companies has in force with this Company until the policy expiry on 31 July 2020 Insurance incorporating the following essential features:

Zurich Municipal  
Zurich House  
1 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone: 0800 335500  
E-mail:  
claire.cripps@uk.zurich.com

Zurich Municipal  
Zurich Municipal is a trading  
name Zurich Insurance plc  
A public limited company  
incorporated in Ireland  
Registration No. 13460

Registered Office: Zurich House,  
Ballsbridge Park, Dublin 4,  
Ireland.

UK Branch registered in England  
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BR7985.

UK Branch Head Office: The  
Zurich Centre, 3000 Parkway,  
Whiteley, Fareham, Hampshire  
PO15 7JZ.

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limited regulation by the Financial  
Conduct Authority. Details about  
the extent of our authorisation by  
the Financial Conduct Authority  
are available from us on request.  
Our FCA Firm Reference Number  
is 203093.

|   |                        |                       |
|---|------------------------|-----------------------|
| Policy Number:  | <b>NHE-01CA29-0013</b> |                       |
| Limit of Indemnity:   |                        |                       |
| Public Liability:   | £50,000,000            | any one event         |
| Products Liability:   | £50,000,000            | for all claims in the |
| Pollution:  |                        | aggregate during      |
|   |                        | any one period of     |
|   |                        | insurance             |
| Employers' Liability:   | £50,000,000            | any one event         |
|   |                        | inclusive of costs    |
| Excess:   |                        |                       |
| Public Liability/Products Liability/Pollution:  |                        | £250 any one          |
|   |                        | event                 |
| Employers' Liability:   |                        | Nil any one           |
|   |                        | claim                 |
| Indemnity to Principals:  |                        |                       |
| Covers include a standard Indemnity to Principals Clause in respect of contractual obligations. |                        |                       |
| Full Policy:  |                        |                       |
| The policy documents should be referred to for details of full cover.                           |                        |                       |

Yours faithfully



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