

A photograph of four people walking away from the camera on a red carpet. From left to right: a man in a dark blue jacket with a fur-lined hood and a backpack; a woman in a dark puffer jacket with a backpack; a woman in a beige top and black hijab with a black bag; and a woman in a light-colored coat and black hijab with a black bag. The background is a solid red wall.

UCAS exhibitions

Visitor information pack

Date:

9 – 10 March 2020

Venue:

UWE, ECC

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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's office immediately.

Arrivals

On arrival, please head to the main entrance of UWE Exhibition Conference Centre – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk inside the hall entrance.

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 exhibitor 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**

There is limited free parking available on-site, please follow the direction of the traffic marshals.

Cash machines

There are no cash machines on-site, but refreshments can be purchased by card.

Catering

Catering will be available from the catering unit by the exit of the exhibition hall. Hot and cold food and drink will be available, although this area may be busy at times, due to the number of visitors attending.

Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area at the front of the UWE Exhibition Conference Centre. Once students have disembarked, the coach will need to leave the site until your designated collection time. Please note, there is no on-site

coach parking available, but do ensure your coach pass is visible at all times. Coach passes will be sent to the group leader a week before the exhibition.

When you're ready to leave the exhibition, please make sure all your students are together, and proceed back to the coach pick-up point. The traffic marshals will ensure your coach is ready. Due to the large number of coaches, it is essential the traffic marshals' instructions are followed at all times.

D

Directions

Directions by car:

From M4 – exit the M4 at Junction 19 onto the M32. Exit the M32 at Junction 1. Turn right at the roundabout onto the A4174 ring road, following signs for Filton and Bristol Parkway railway station. Go past the Holiday Inn on the left, through the first set of lights at the junction towards UWE and Bristol Business Park, then, turn left at the second set of traffic lights, into UWE North Entrance.

From M5 – exit the M5 at Junction 15 onto the M4 eastbound towards London. Exit the M4 at Junction 19 onto the M32, and follow the directions from the M4 given above.

From the south – from Bristol City Centre, follow signs for the M32. Exit M32 at Junction 1. Turn left onto the A4174 ring road, and follow the directions above.

Directions by rail:

The nearest rail stations are Bristol Parkway and Filton Abbey Wood, approximately a 20-minute walk to the venue.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue.

In the event of an emergency, please make your way to the nearest exit.

Event staff

For 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**

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organisers via the organiser's office.

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 the 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

There is free WiFi at the venue, which you can access by signing into the Cloud network.

L**Lost property**

All property found at the exhibition will be handed in to the organiser's office. If items have not been claimed during tenancy, they will be passed to venue personnel, and retained for six months. If, after six months, no claim has been made, venue staff shall consider title to property has been abandoned, and shall receive the rights to offer property for sale.

O**Organisers**

The organiser's office is located around the right-hand side on entrance and is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

P**Parking****Cars**

There is limited free parking available on-site, please follow the direction of the traffic marshals. We encourage car sharing or public transport. If you park in the visitors' car park, you will need to take your ticket to the Bristol Business School reception to validate it for free exit.

Coaches

There is no coach parking available on-site.

R**Risk assessment**

The organiser has completed a risk assessment for the event, and a copy of this can be found at the back of this pack.

S**Security**

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Student talks

Student talks will be running throughout the day, and are available on a first-come, first-served basis. These are located around the edges of the hall in the purpose built seminar rooms. They will be signposted, but please ask a member of the team for directions. The full seminar programme can be found on the event web page.

Smoking

The UWE Exhibition Conference Centre operates a strict **no smoking** policy in the venue.

Social media

We will be tweeting about the event using our Twitter account, with the hashtag #ucasexhibition and #accelerate – please feel free to use this.

To be inserted: risk assessment and public liability certificate