



UCAS

UCAS exhibitions

Visitor information pack

Date:

13 March 2020

Venue:

The Brighton Centre

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A

Accidents and near misses

Please report any accidents or near misses to the event organiser, who can be found in the organiser's office.

A 'near miss' is an incident that doesn't result in personal injury but is purely down to luck – next time, the person involved might not be so lucky. Research has shown there is a clear link between near misses and accidents. Reporting of near misses or unsafe conditions can help prevent accidents occurring, as well as helping to promote a safer working environment, not just for employees, but for anyone who visits the site. Data compiled from near misses and accident reports can help highlight trends and hazards not previously identified.

Arrivals

On arrival, please head to the main entrance of The Brighton Centre – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk inside the hall entrance. **Please be aware that the venue will be conducting bag searches. We thank you for your patience while this takes place.**

Your exhibition ticket is personal to you and should not be passed on to other group members.

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

There are several multi-level car parks located nearby, at Regency Square and The Lanes, and there are also NCP car parks in the vicinity. There is a charge for these car parks.

Cash machines

Cash machines can be found in the East Bar area, and by the information desk. There is a charge for using these.

Catering

There will be refreshments for visitors in the venue, with a variety of items available. Be aware, this area may be busy at times due to the number of visitors attending the exhibition.

Coaches

The coach drop-off point is directly in front of the venue. Due to the busy nature of the event, please make sure your coach moves on from the drop-off point as quickly as possible. There is a pay and display [coach park on Madeira Drive](#). When your group has finished at the event, please call your coach driver to pick up directly in front of the venue from the same location as drop-off point.

Your school will be sent a coach pass a week before the event – **display this in the front of your coach**. If you have not received a pass, please contact the organiser, at a.hill@ucas.ac.uk.

D

Directions

The venue's postal address is Brighton Centre, Kings Road, Brighton, BN1 2GR.

Directions by car

From London and the north, leave the M25 at junction 7 southbound onto the M23, which later becomes the A23, directly into Brighton. The road will continue through the city straight to Brighton seafront, where the Brighton Centre is located.

From the east and west, Brighton is accessible via the A27. Leave the A27 via the A23 ramp, follow signs towards Brighton and join the A23. The road will continue through the city straight to Brighton seafront, where the Brighton Centre is located.

Directions by rail

Brighton train station is a ten-minute walk from the Brighton Centre. There is a taxi rank outside the station. Alternatively, to walk, head south down Queens Road, and when you get to the Clock Tower, cross over and follow West Street directly south until you get to the seafront. The Brighton Centre is to the right, less than a minute's walk, and situated on Kings Road.

E**Emergency procedures**

Please ensure you familiarise yourself with the procedures to be followed in the event of an emergency.

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 – they 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 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

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

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 three 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 on the first floor. Please see the floor plan for its location.

P**Parking**

Parking is available nearby, for coaches and cars. Please refer to the 'Cars' and 'Coaches' sections for more information.

R**Risk assessment**

The organiser has completed a risk assessment for the event, if you require a copy of this risk assessment please contact events@ucas.ac.uk

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 spaces are available on a first-come first-served basis. These are held on the ground floor behind the UCAS stand. 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 Brighton 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 #ucas2020 – please feel free to use this.