

UCAS exhibitions

Visitor information pack

Date:

Thursday 7th April 2022

Venue:

University of Winchester



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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 general information desk immediately.

Please make your way to the First Aid tent next to the marquee or ask a member of event staff for assistance.

Arrivals

Coach – If you are arriving by coach you will have been allocated a designated drop off time. Please ensure that your COACH PASS is displayed clearly at the front of the coach. The coach drop off point is located in our Medecroft Car Park, traffic marshals will be on hand to direct you. If you arrive before your designated time you will be turned away and asked to return at your designated time.

Individual visitors – Unfortunately we CANNOT offer onsite parking therefore we suggest that you use **South Winchester Park and Ride**. Please make your way to Main Reception on King Alfred Quarter where a member of staff will direct you to the registration point. Please see the CAR section of this document for further information.

Train – the University is a 10 minute walk from Winchester Train Station, once you arrive on campus please make your way to Main Reception on King Alfred Quarter where a member of staff will direct you to the registration point

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

Unfortunately we CANNOT offer on campus parking for visitors, we suggest the following:

South Winchester Park and Ride.

Accessed from Junction 11 of the M3 the South Winchester Park and Ride provides the best access to the University. Alight at either of the Hospital Bus Stops on Romsey Road and walk through the hospital grounds to the University. Please make your way to Main Reception on King Alfred Campus where a member of staff will direct you to the registration point.

The cost is £3 for the whole day.

Public Parking

There are numerous public car parks in the city centre:

<http://www.winchester.gov.uk/parking/parking-and-car-parks>

We recommend Tower Street (SO23 8TA) which is a 10 minute walk to the University

Cash machines

There are 2 cash machines available in the King Alfred Centre, please ask a member of staff for directions.

Catering

Catering will be available at the following outlets:

University Shop – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary)

Foodhall – Level 3 of the King Alfred Centre (hot meals, baguettes, sandwiches, salads and drinks)

Learning Café – Level 4 of the King Alfred Centre (paninis, sandwiches, wraps, hot and cold drinks)

Cyber Italia (Freshly made pizza, paninis, sandwiches wraps, toasties, hot and cold drinks)

We will also have some catering vans on the dychthe, between the marquee and the foodhall including Breakfast, Fish and Chips, Focaccia, Sweets and Donuts as well as a vegetarian and vegan option

All of our outlets offer vegan options as well as other dietary requirements.

Coaches

Coaches will be able to drop students off on campus however there is NO coach parking available on site. Coaches will need to make their way to South Winchester Park and Ride or Worthy Lane Coach Park for the duration of the visit. Coaches will be given a designated pick up time and should not arrive before this time. Timings and coach passes will be given directly to the schools/colleges.

D

Directions

Please see the 'Cars' and 'Coaches' sections of this guide for arrivals.

You can also arrive by train, Winchester is very well connected to Southampton, Bournemouth, London, Reading, Oxford and The North.

The exhibition will be held in a marquee and the Sports Hall at our King Alfred Quarter, Sparkford Road, SO22 4NR.

Individual visitors please report to Main Reception when you arrive – we CANNOT offer parking on site.

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.

We have 24 hour site security, they can be contacted on: 01962 827666

Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff.

F

First aid

There will be a First Aider available throughout the event opening times and during break down/set up times, if you require First Aid please make a member of event staff aware. There will be a First Aid point located next to the marquee.

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 visitor's 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

Wi-Fi is not available for the general public.

For school and college staff - complimentary Wi-Fi is offered across campus, please visit the Teachers and Advisors Lounge to collect your log in details.

L

Lost property

All property found should be handed to the Organiser's Office, where it will be retained during the event or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one month no claim in respect of that property has been made, the University of Winchester will add it to their own lost property scheme.

O

Organisers

The Organisers Office is located in Stripe Studio 1. This is in the same building as the registration point.

P

Parking

Coaches CANNOT park on campus – please refer to the 'Coaches' section of this document

Parking is NOT available on campus for individual visitors – please refer to the 'Cars' section of this document for more information.

R

Recycling

Whilst on campus you can recycle a vast range of items, look out for the marked recycling bins.



Recycling bin - for PAPER, CARDBOARD, GLASS BOTTLES AND JARS, PLASTIC BOTTLES, PLASTIC POTS, TUBS AND TRAYS, COFFEE CUPS, TETRAPAK, METAL TINS AND CANS and ALUMINIUM FOIL.

General waste bin - for EVERYTHING ELSE, INCLUDING FOOD (where there is no food waste bin), SWEET WRAPPERS, CRISP PACKETS, TISSUES, CONTAMINATED FOOD CONTAINERS, ANY OTHER PLASTICS.

Liquids bins - look out for the **blue** Aquapod liquids bins dotted around campus. These are for tea and coffee dregs etc. Please empty your dregs into these bins first before putting your cups and bottles in the recycling.

Coffee Cup recycling- these are available around campus and can be used for disposable coffee cups and lids.

Food waste bins – located in catering areas for your food waste including tea bags, banana skins, uneaten sandwich and pizza crusts.

Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email events@ucas.ac.uk

S

Security

24 hour security on site. Please call 01962 827666 if you have an urgent security matter.

Please ensure that you do not leave any belongings unattended anywhere on campus.

Student talks

Student talks will be running throughout the day in St Alphege 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 programme can be found on the event webpage:

<https://www.ucas.com/node/403996/view/attend>

Smoking

The venue is a no smoking campus, please use designated smoking areas.