

UCAS exhibitions

Visitor information pack

Date:

7th -8th June 2022

Venue:

The University of East London (UEL)

SportsDock

Docklands Campus

University Way

London E16 2RD



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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.

Arrivals

On arrival, please head to Sports Dock and have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at Sports Dock Foyer.

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

There is limited parking available on campus for visitors, in the main car park (car park on the right after the barriers), on a first-come, first-served basis.

You will need to print the visitor parking permit, and display this on your dashboard.

There will be no charge for parking, However, parking will be limited, and on a first-come, first-served basis.

There are a number of car parks nearby, all within easy walking distance to the campus, or accessible by public transport:

- **Gallions Reach Shopping Park (Free)**
E6 7ER
- **Asda Beckton Superstore (Free)**
E6 5JP
- **Excel Centre Car Park**
E16 1FR / E16 1AL

Please see the individual car park's websites for their parking restrictions.

Cash machines

There are two cash machines located on the UEL campus, just outside the North Building. Please ask an event ambassador to direct you.

Please note, the cash machine incurs a charge of 95p per transaction. Please note that our catering outlets are operating cashless.

Catering

Food will be available for purchase at one of the marked catering points inside and around the SportsDock. Please note that our catering outlets are operating cashless.

Coaches

If you are arriving by coach you need to specify this on your booking form, we can't allow coaches on campus without prior booking. Space is available for coaches to drop off and pick up on campus.

Please note that there is no onsite parking available for coaches. For information about local parking areas please see the following link - <http://en.parkopedia.co.uk/> .

D

Directions

By public transport:

UEL's Docklands campus is served by the Docklands Light Railway (DLR), with trains running every 5-10 minutes from Cyprus station.

Bus routes serving Docklands include: 101, 173, 262, 300, 366, 376, 474 and N551.

By road:

UEL's Docklands campus is accessible via the A12, A13 roads, and the A406 London circular.

The postcode for the SportsDock is E16 2RD.

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 case of an emergency, please listen out for instructions from the convention organisers who will respond to the emergency and direct you out of the building if necessary.

Event Staff

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

F

First aid

If a first aider is required, please alert an event ambassador, a security officer, or the SportsDock reception.

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

Free Wi-Fi is available across the campus via The Cloud.

L

Lost property

Any items of lost property should be handed in to a member of staff at reception. Lost and found items will be available for reclaim from the Security desk in the East Building.

O

Organisers

If you need to speak to the event organisers, please ask an event ambassador and they will direct you to the right person. Event ambassadors will also be on hand throughout the day and can help with and questions or queries you may have.

If you wish to get in touch with the organisers prior to the event, please contact ucasfair@uel.ac.uk.

P

Parking

There is limited parking for visitors available on campus, in the main car park (car park on the right after the barriers), on a first-come, first-served basis. You will need to print the visitor parking permit, and display this on your dashboard. There will be no charge for parking, however parking will be limited, and on a first-come, first-served basis.

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R

Risk assessment

The organiser has completed a risk assessment for the event, which can be accessed via your ENet account. Alternately you can request a copy via email - events@ucas.ac.uk

S

Security

At UEL there is a dedicated security team present with 24-hour cover to help maintain a safe and secure environment for students, staff and visitors. Please contact an event ambassador if you have any security concerns.

Please note that event organisers will not accept any liability for any items left on-site at any time.

Student talks

Student talks will be running throughout the day in the live lounge 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 live lounge programme can be found on the event webpage <https://www.ucas.com/events/east-london-ucas-exhibition-2022-403866> - under the agenda tab.

Smoking

UEL has a no-smoking policy with the exception of designated smoking areas which are well signposted. Please ask an event ambassador for directions.



Visitor parking permit

East London UCAS HE exhibition 2022

Valid for parking at:

University of East London (UEL)
Docklands Campus
University Way
London E16 2RD

Date valid: 7 - 8 June 2022

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.