

UCAS exhibitions

Visitor information pack

Date:

27-28 June 2022 at 09.30 - 14:30

Venue:

The University of Bedfordshire
(Bedford Campus)



You said, we did...

The University of Bedfordshire takes feedback for our events very seriously and it is our commitment to improve the UCAS Exhibition year on year. The following aims to show how your feedback has been implemented.

You Said

Schools/colleges wanted longer sessions at the exhibition

We Did...

We have amended the arrival and departure times to allow students to stay on campus for longer periods. In addition, we have also increased our overall visitor capacity so that schools/colleges can stay longer than their designated departure time if they wish.

You Said

You wanted a wider range of catering options

We Did...

We have introduced a larger catering marquee which will serve a wide range of options. In addition, we have introduced smoothie bars, located throughout the campus.

You Said

You wanted a larger teachers and exhibitors lounge

We Did...

We have introduced a second teachers and exhibitors lounge located next to the Sports Hall. Both lounges will serve free tea and coffee throughout the exhibition and have a wider selection of food which can be purchased.

You Said

You wanted more interactive demonstrations at the exhibition

We Did...

We have a Demonstration Zone where students can experience a range of academic disciplines. Activities include psychological testing, fitness demonstrations and media workshops.



Bedfordshire UCAS Exhibition

Please note that the University of Bedfordshire has multiple campuses – the UCAS Exhibitions hosted at the Bedford campus:

The University of Bedfordshire, Bedford campus Polhill Avenue Bedford MK41 9EA

Event Organisers

Thank you for supporting the Bedfordshire, Northamptonshire and Milton Keynes UCAS Exhibition on 27-28 June 2022.

The University of Bedfordshire key event contacts



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Our team of student ambassadors are easily recognisable (wearing coral coloured t-shirts). Each stand will have a designated ambassador to offer support throughout the exhibition.

Bedford campus map



- | | | | |
|--|---------------------------------------|-------------------------------------|---------------------------------------|
| D Campus Centre - Red Talks, Restaurant, Cash Point | 1 Welcome Marquee | 5 Catering | 9 Teachers & Exhibitors Lounge |
| G Gateway Building - Yellow Talks, Costa Coffee | 2 Exhibition Marquee | 6 Live Music & Entertainment | |
| P P Block - Orange Talks and Sports Arena | 3 Teachers & Exhibitors Lounge | 7 Photo Booth | |
| T T Block - Teachers and Exhibitors Quiet Zone | 4 Demonstration Zone | 8 Exhibition Sports Arena | |

UCAS Exhibition A-Z

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 event organiser immediately on 07568 130527.

Arrivals

- On arrival, a member of event staff will greet your coach and inform your students of the programme for the day. At this stage, we will also be asking for an emergency contact number for your group. Please ensure that the contact number given is a mobile phone which is on-site throughout the duration of your visit
- Our Event Ambassador will then take your students to the welcome marquee where your students will collect their programmes and have their entry tickets scanned
- Your students will then be able to enter the exhibition halls
- Please note – unfortunately, we have limited coach parking on campus, therefore please advise your coach driver that they may be asked to park off-site
- If any of your students forget or misplace their ticket, they'll be able to re-register on-site

- Please ensure that these guidelines are read by your school representative and your coach company. There is currently limited parking for coaches on-site – please ensure that your coach company is aware of this
- Prior to the UCAS Exhibition, you will receive your coach entry permits – please ensure these are handed to your coach driver
- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On arrival there will be signs and event staff directing coaches to a designated drop off point.
- Please stick to your pre-arranged arrival time as we have approximately 10,000 visitors arriving by coach over the duration of the event
- If your coach is significantly early you will be asked to keep your students on the coach until your allocated arrival time. Please ensure your coach driver is aware of this
- Upon arrival at the University campus, each coach will receive a short briefing from a member of the event staff before the students disembark. At this time we will need to collect the following pieces of information from a member of school staff on each coach, so please ensure they have this information to hand:
 - o School/College name
 - o Contact name of staff member on site
 - o Expected departure time
 - o Emergency contact number
 - o Coach company name
- The coach pick up location is the same as the coach drop off location.

C

Coaches

- To ensure a smooth and steady flow of coach traffic in and around the University of Bedfordshire, we have produced an important set of guidelines for teachers and coach drivers



Cars and Parking

- The University of Bedfordshire has ample parking for those wishing to travel to the exhibition by car
- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On campus, please follow the signs to the car parks then proceed to the exhibition registration area

Catering

Please note that the exhibition will not close for lunch on either day. All catering outlets on campus will be open during the event, but are expected to be busy.

Teachers and Exhibitors

Free tea/coffee will be available for teachers and exhibitors throughout the exhibition in the teachers and exhibitors lounges; located at the rear of the main marquee and next to the Sports Hall. Within the teachers and exhibitors lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments and take a break.

Teachers and Exhibitors Quiet Zone

If you want some peace and quiet throughout the exhibition, the Teachers and Exhibitors Quiet Zone is located in the T-Block building towards the rear of the Sports Hall.

Students

In addition, the following catering outlets will also be open:

- Campus Restaurant:** Located next to the main campus theatre in D Block
- Breakfast Rolls (9.30am – 11am)
 - Lunch (11am – 2pm) (menu below)

Gateway Café: Located in the main Gateway Building

- Hot and cold beverages
- Sandwiches

Catering Marquee: Next to the demonstration zone, we will be setting up three temporary catering outlets serving:

- Breakfast Rolls (9.30am – 11am)
- Lunch (11am – 2pm)

Please note that all items (excluding the Teachers/Exhibitors lounges) will be a £5 meal deal, which includes a meal and drink.

Students can also purchase ice creams, crisps, drinks, boxed salads and fresh fruit from all of the catering outlets.

Cash Machine

Please note that credit and debit cards are only accepted in the Gateway café and Café Neo.

The University has a free cash machine which is located in the Campus Centre building.



D

Directions

By Road

From the north, leave the M1 at junction 14. Take the A422, following signs for Bedford. From the south leave the M1 at junction 13, then follow the A421 to Bedford. From the A1, south of St Neots, take the A428 to Bedford, Bedford campus is next to the A428 on the eastern side of Bedford.

For more detailed directions, please visit:
unibeds.info/Bedford_directions

By rail

There are frequent trains, operated by Thameslink and Great Northern from London St Pancras International station – journey time about 50 minutes. East Midlands Trains run from London St Pancras station – journey time about 40 minutes.

There are also direct trains from Leicester, Derby, Nottingham and Sheffield. Services to the West Midlands, Lancashire, and Scotland are via Milton Keynes.

E

Emergency Procedures

- The UCAS Exhibition is supported by a designated Health and Safety team who have a remit to ensure the safety and welfare of our visitors.

Event ambassadors

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



F

First Aid

- First Aid facilities are available across the site, with a designated team of first aiders on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff or one of the student ambassadors.

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 internet can be accessed on campus through Eduroam (if you work for a University that also supports this scheme). Please note that Wi-Fi access is not guaranteed.

If you require assistance connecting to the Wifi Network, then please speak to a member of staff who can assist.

Please note: Some elements of this event take place outside.

L

Lost Property

- All lost property will be handed in to the registration marquee
- Please note that any goods/materials/deliveries or miscellaneous items left on site at the end of the exhibition will be treated as abandoned and disposed of accordingly.
- Please do not leave any items unattended as they will be treated as suspicious and disposed of.

O

Organisers

Please refer to page three.

If you wish to speak to the event organiser, please visit the registration marquee where the event managers are located.

P

Parking

Please refer to Cars and Coaches.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found on the manage booking page of their registration account.

S

Security

The University of Bedfordshire has worked closely with Bedfordshire Police who has independently reviewed our security arrangements for the event. Following the advice from Bedfordshire Police, please follow the security instructions below:

- Please show your event wristband to access all exhibition venues
- If you see something, say something. Please report any suspicious behaviour immediately to a member of staff
- CCTV is in operation across the University campus

Smoking

Please use the designated smoking area which will be clearly signposted.

Student talks

Seminar talks will be running throughout the day in the are available on a first-come first served basis. They will be signposted, but please ask a member of staff for directions.



Contact details

Venue:

Bedford campus
Polhill Avenue
Bedford
Bedfordshire
MK41 9EA

Opening hours: 09.30 – 14.30

Contact details before the exhibition

01242 544 808 or email events@ucas.ac.uk

During the exhibition

07786 163 990 or www.ucas.com/exhibitions

General enquiries

Event ambassadors, wearing red UCAS t-shirts, will also be available to offer help and advice if you have any queries.

The UCAS logo is displayed in white text on a dark blue background. The letters 'U', 'C', and 'S' are in a bold, sans-serif font, while the 'A' is in a smaller, red, sans-serif font. The logo is positioned on a white, trapezoidal shape that tapers to the right.

Thank you for registering to attend the UCAS Bedfordshire higher education exhibition on 27-28 June 2022