

VISITOR INFORMATION GUIDE

DATE: Wednesday 19th April

VENUE: University of Winchester

UCAS



GETTING HERE

Please make your way to the University of Winchester King Alfred Quarter, Sparkford Road, Winchester, SO22 4NR.



TRAVELLING BY CAR OR COACH?

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.

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

South Winchester Park and Ride.

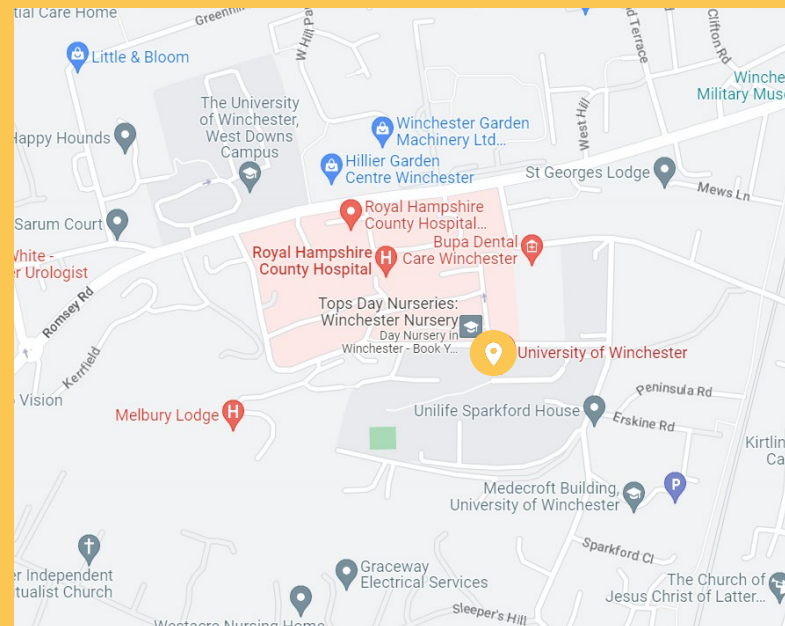
Accessed from Junction 11 of the M3 the South Winchester Park and Ride provides the best access to the University. Alight at either of the Hospital Bus Stops on Romsey Road and walk through the hospital grounds to the University. Please make your way to Main Reception on King Alfred Campus where a member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



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please follow the signage and head to the **The Stripe Plaza**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **in The Stripe Building**.



Your exhibition ticket is personal to you and should not be passed on to other group members, as this could 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 register again to be readmitted.



Please be aware, the venue may be conducting random bag and wand searches. We thank you for your patience while this takes place.



WHILST YOU'RE HERE

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WIFI

Please see signs around campus for wifi information

ACCESSIBILITY

Accessible entrances and exits across Marquee and Sports Hall.
Recommended accessible toilets can be found in St Alphege Building, The Stripe, and King Alfred Centre

CATERING

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

All of our on-campus outlets offer vegan options as well as catering other dietary requirements. Please follow the signs for on-campus food offerings, from pizza and hot offerings, to sandwiches and snacks.

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 UCAS-branded t-shirts.

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event within our Main stage and Mini Stage. These can all be found in our Sr Alphege Building and will be signposted. A full programme of events can be found on the [event webpage](#).



JUST IN CASE

UCAS

ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by UCAS branded t-shirts. If you need to speak to the organiser prior to the event, please email Rosie.Lewis1@winchester.ac.uk

ACCIDENTS & 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.

EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the build via the nearest exit.

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.



FREQUENTLY ASKED QUESTIONS

- **WHAT INSURANCE IS IN PLACE FOR THE EVENT?**

The organiser has adequate public and employee liability cover. 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.

- **WHAT HAPPENS TO ANY 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.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**

Security is present at the event throughout. If you are a victim of theft, please report it to the event manager immediately.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event and this will be uploaded to the group bookers enet account.

CONTACT DETAILS

VENUE

Rosie Lewis,

Rosie.Lewis1@winchester.ac.uk

01962 827031

CONTACT DETAILS

Prior to the exhibition

01242 544 808 or email

events@ucas.ac.uk

ON SITE

GENERAL

ENQUIRIES

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

Thank you for registering to attend the **Hampshire** UCAS Discovery exhibition.

