

VISITOR INFORMATION GUIDE

DATE: 14-15 JUNE 2023

VENUE: LEEDS BECKETT UNIVERSITY,
HEADINGLEY CAMPUS

UCAS



GETTING HERE



GETTING HERE

Tennis Centre, Headingley Campus
Leeds, LS6 3QQ

https://www.leedsbeckett.ac.uk/-/media/files/we-are-beckett/mu_campus_maps_sep21.pdf



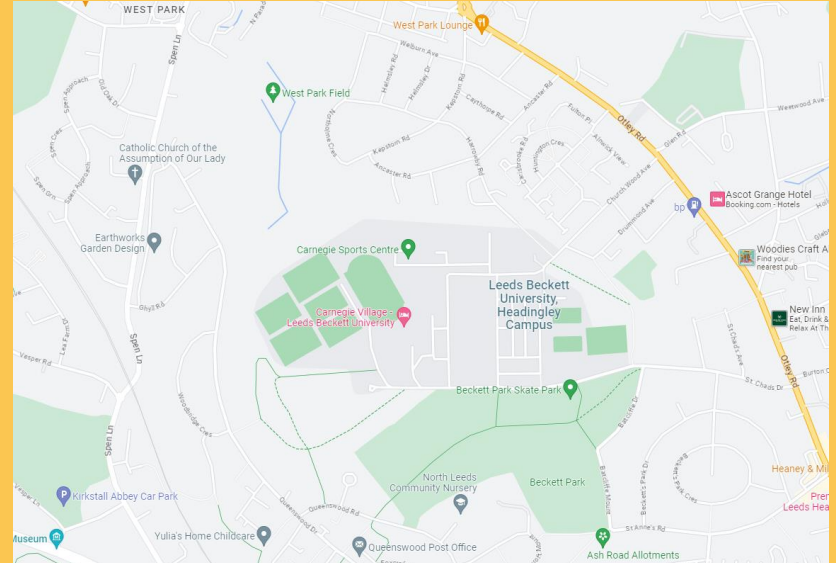
TRAVELLING BY CAR OR COACH?

Travelling by car or minibus

Free parking will be available on site, please use the following address

Travelling by coach

For drop-off and pick up on Headingley Campus, use St Chad's Drive. Parking is not permitted on site. Please arrive no more than 10 minutes before your allocated time due to limited space.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the **Tennis Centre**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **outside of the Tennis Centre entrance**.



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

UCAS

WIFI

Eduroam Guest WiFi

ACCESSIBILITY

Main entrance is fully accessible, toilets are marked in the exhibition hall and around the campus.

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event within our lecture theatres. A full programme of events can be found on the [event webpage](#).

CATERING

Food vans are located outside of James Graham Building. Carnegie School of Sport Café and the Food Court are available.

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 or event staff t-shirts.



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 or event staff t-shirts. If you need to speak to the organiser please email recruitmentevents@leedsbeckett.ac.uk

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it event staff.

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

Please report to a member of event staff.



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?**

Please inform staff of the registration desk of any lost property.

- **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

Leeds Beckett University
recruitmentevents@leedsbeckett.ac.uk
Tel: 0113 812 5907

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 **Event** UCAS
Discovery exhibition.

