

VISITOR INFORMATION GUIDE

DATE: 20 - 21 June 2023

VENUE: UCAS Discovery Bedford Exhibition

UCAS



GETTING HERE



Please use the satnav postcode MK41 9EA

TRAVELLING BY CAR OR COACH?

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

- 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 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.

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



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the welcome marquee. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the welcome marquee.



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

Internet across campus can be accessed via Eduroam.

ACCESSIBILITY

The campus is fully accessible.

The Big Q&A and Subjects Talks

Student talks will run throughout the event. These will be signposted, please ask a member of staff for directions.

CATERING

There are a number of catering outlets onsite:
Campus restaurant – D block
Gateway Café - Gateway building
Catering Marquees by the demonstration zone.
The University operates cashless service.
There are plenty of picnic areas for visitors to enjoy their own packed lunch.

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.



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 by phone prior to the event, please call 07568 130527.

ACCIDENTS & NEAR MISSES

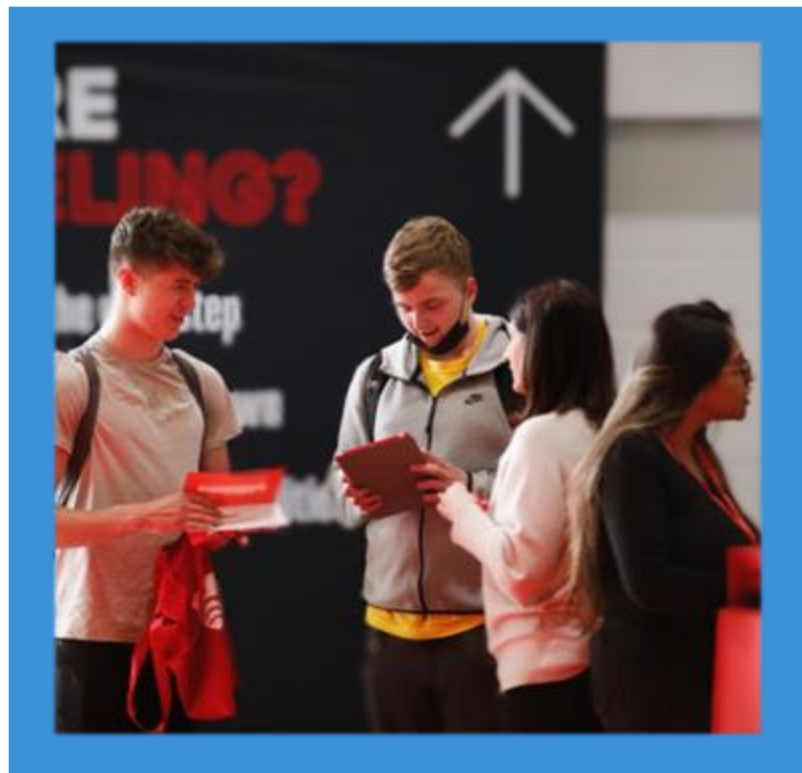
If you are involved in, or witness an accident or near miss while on-site, please report it to the event organiser on 07568 130527

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

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 ambassador.



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?**

Any lost property will be handed to the welcome marquee. Any item left behind at the end of the exhibition will be treated as abandoned and disposed of accordingly.

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

Please use the designated smoking areas which are signposted.

- **WHAT SECURITY IS THERE?**

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

- **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

David Seaton
David.seaton@beds.ac.uk
07568 130527

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 Bedford UCAS
Discovery exhibition.

