

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING  
WORLD OF  
SIBIL

UCAS  
VERY

# EVENT LOCATION INFORMATION

Location specific information for  
UCAS Discovery Colchester

UCAS

**YOUR FUTURE STARTS HERE**

**LIVE LOUNGE - WHAT'S ON?**

10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:40 - 12:00	12:10 - 12:30	12:40 - 13:00	13:10 - 13:30	13:40 - 14:00	14:10 - 14:30

**SUBJECTS LIVE**

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leedskills, accommodation
11:40 - 12:00	Apprenticeship
12:10 - 12:30	STEM
12:40 - 13:00	Applying to
13:10 - 13:30	Apprenticeship
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative arts

**1 LISTEN TO SPECIALIST TALKS**  
Take part in live Q&As, chat to experts and hear about your different options in the Live Lounge.

**2 GET EXPERT ADVICE**  
Speak to universities, employers, and UCAS about your future choice.

**OPEN DAYS**  
UPCOMING OPEN DAYS

24 JUN 2022	16 JUL 2022	20 AUG 2022	1 OCT 2022
20 OCT 2022	10 NOV 2022	10 DEC 2022	7 JAN 2023

**STEM MEDICINE BUSINESS**

**WELCOME AREA**  
Real students and apprentices  
Real insights and advice  
Real answers to your questions.

**I AM BCU**  
OPEN DAY

**UNIVERSITY OF DERBY**  
**MAKE IT REAL**



# EXHIBITING AT

EVENT: UCAS Colchester

DATE: 14 June 2023

OPENING TIMES: 9.30am – 3.00pm

VENUE: University of Essex

Sports Arena, Colchester, Essex, CO4  
3SQ. For directions, please use the  
postcode CO4 3FA.



# EVENT INFORMATION

## ACCESSIBILITY

Please find information on accessibility on campus via the links below. If you have any requirements please email [studrecevents@essex.ac.uk](mailto:studrecevents@essex.ac.uk) in advance of the Exhibition.

- <https://www.accessable.co.uk/university-of-essex/university-of-essex-colchester-campus>

## ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

- [Wivenhoe House Hotel](#) (on campus)
- [Best Western The Rose & Crown Hotel](#)
- [Premier Inn Colchester A12](#)

Please note that these hotels are just a guide for exhibitors, and are not recommended by UCAS.

## CAR PARKING

Parking during the exhibition will be free. Please enter campus on Park Road via the Wivenhoe entrance using the postcode CO4 3FA and the 'what3words' location 'rumble.awestruck.solving'. You will then be guided to a car park by Traffic Officers. There will also be AA road signs available for you to follow as you approach the venue.

# EVENT INFORMATION

## CATERING

There will be a staff café located in the Sports Arena with tea, coffee and water provided.

## FIRST AID

St Johns Ambulance will be present throughout the event in the medical room on the ground floor of the Sports Arena.

## INTERNET

Staff from other universities can use Eduroam and staff from non-university institutions can use 'Essex Guest', there is no password required

## SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk) least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

# LOGISTICS

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## **SCHEDULE:**

### **BUILD DAY: Tuesday 13 June**

12:00 – 13:30 Event set up – deliveries can be made during this time

15:00 – 18:00 Exhibitor/contractor access.

### **EVENT DAY: Wednesday 14 June**

07:30 – 08:30 Exhibitor access/build up.

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:00 – 17:00 Event breakdown

# LOGISTICS

UCAS

## ARRIVAL

Please arrive at the Sports Arena and have your institutional staff card available

## BUILD-UP

Build-up times: 15:00 – 18:00 on Tuesday 13 June

Event day and build time: 07:30 – 8:30 on Wednesday 14 June

There will not be space to unload your vehicle at the Sports Arena, on arrival to campus you will be directed to the nearest available car park. Please bring your own trolleys to transport your items as these will not be available to use on the day. We cannot guarantee that we will have capacity to help unload your vehicle, however if this is required due to accessibility requirements then please email [studrevents@essex.ac.uk](mailto:studrevents@essex.ac.uk) before 01 June 2023.

# LOGISTICS

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## BREAKDOWN

Breakdown time: 15:00 – 17:00

Please enter here all details about breakdown. Can exhibitors drive round to the loading doors? What time can they access loading doors?

There will not be space to load your vehicle at the Sports Arena. Please bring your own trollies to transport your items back to your vehicle as these will not be available to use on the day. We cannot guarantee that we will have capacity to help load your vehicle, however if this is required due to accessibility requirements then please email [studrecevents@essex.ac.uk](mailto:studrecevents@essex.ac.uk) before 01 June 2023.

## DELIVERIES

Tuesday 12 June – 12:00 – 13:00. A traffic officer will direct deliveries to the appropriate location. Please advise [studrecevents@essex.ac.uk](mailto:studrecevents@essex.ac.uk) before 01 June 2023 with details of any delivery vehicles, such as type (artic lorry etc) and time of arrival.

## ORGANISERS

The Essex Events teams will be largely be based in the Sports Arena and can be contacted on the day on 07717450055

## STORAGE

Unfortunately there is no exhibitor storage available in the Sports Arena





# CONTACT DETAILS

UCAS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

T: 01242 544 808

### Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

