

VISITOR INFORMATION GUIDE

DATE: Wednesday 28th June 2023

VENUE: The University of Hull

UCAS



GETTING HERE

GETTING HERE

Allam Sports Centre, HU6 7TS.

Number 3 on campus map

<https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>.

TRAVELLING BY CAR OR COACH?

By Coach- Official coach drop-off and collection point will be **outside the Main Entrance to the University on Cottingham Road**. For SatNav, please use the post code **HU6 7RX**. Please note, coaches will not be able to park on campus.

There are a limited number of parking spaces that can be reserved for **mini buses**. Please contact the organiser of the event to obtain a parking permit and further information regarding use of these spaces (shari.wilson@hull.ac.uk). Please use postcode: **HU6 7RX** for SatNav for these parking spaces.

PLEASE NOTE, COACH PARKING IS NOT AVAILABLE.

By car- Car parking is available in the **Wilberforce Multi-Storey Car Park** (labelled Wilberforce Car Park on the map). Please use the **North Entrance on Inglemire Lane** (for SatNav use the postcode **HU6 7DF**).


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Upon entering the car park, you will receive a parking ticket. For **free parking**, please bring this ticket with you to the registration desk at the entrance to the exhibition and we will exchange it for a ticket that will allow you to leave free of charge.




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located at the Allam Sports Centre**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the Allam Sports Centre reception.

 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

Guests can connect to the UoH-Guest Wi-Fi network via Eduroam. Once connected, open a browser and submit some contact details to gain full access.

ACCESSIBILITY

The venue is located and accessible on the ground floor with access to toilets on the ground floor.

The Big Q&A and Subjects Talks

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

CATERING

Food and drink can be purchased from a number of outlets across campus, including 'The Pantry' in Canham Turner (14 on the map). The Spar shop within the Students' Union (16 on the map). The Library Café (27 on the map), which serves soups, sandwiches, snacks and paninis.

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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 01482 463489 or email shari.wilson@hull.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 security team on 01482 465555 and please report it to the reception at the sports centre.

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 trained staff will be on site during the event. The sports centre reception desk can direct anyone requiring first aid to the first aid room, which is located within the Allam Sports Centre, a ccessible via the corridor adjacent to the exhibition hall. In the event of an accident or mishap, please seek the assistance of an event ambassador and/or report to the sports centre reception desk All security staff on campus are first aid trained and able to provide first aid assistance if needed. The security team can be contacted on 01482 465555.



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 at the venue will be handed in to the Lost Property Department, and will be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the venue shall consider that property has been abandoned and shall receive the rights to offer that property for sale. Should you find a lost item, please hand this in to event staff in the Allam Sports Centre.

- **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

The University of Hull
shari.wilson@hull.ac.uk
01482 463489

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.

