

# VISITOR INFORMATION GUIDE

**Date:** 5th to 6th March 2024

**Venue:** Manchester Central Convention Complex

**UCAS** **DISCOVERY** **UK TOUR**



# GETTING HERE

## Travelling by car or coach?

Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west.

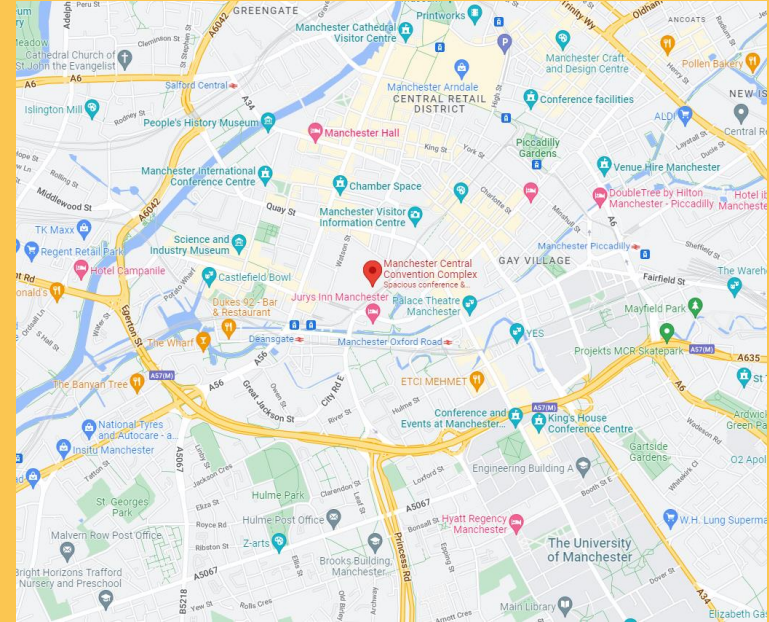
If using a satellite navigation systems - please follow the postcode M2 3GX. For further directions please click [here](#).

## Where can I park my car?

Manchester Central has a 24-hour NCP car park located directly below the building, holding 720 cars, including 18 disabled bays. The maximum height of this car park is 1.98m. The postcode for navigation is M2 3GX.

**Please note:** The venue has made us aware of a series of break-ins in this carpark, so extra care should be taken if using this carpark. Take any possessions with you and leave nothing in sight. There are several alternative carparks in the vicinity of the venue.

More information can be found on the Manchester Central [website](#).



# GETTING HERE

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## Where can I park a coach or minibus?

Please follow the directions of the traffic marshals on arrival. If you're travelling by coach, there is a designated drop-off and pick-up area located to the rear of Manchester Central. This is accessed via the ramp on Albion Street. Traffic marshals will direct your coach driver and tell you when to disembark. You will be given a number for your coach – please make a note of it for when you're collected. Please note, there is **no on-site coach parking on-site at Manchester central**. If arriving by minibus, please speak to the traffic team once you arrive on-site with regards to parking.

Coaches must pick-up within 30 minutes of the end of your timeslot; you will not be able to be picked up from the designated point after this time. When you are ready to leave the exhibition, please ensure all your students are together and proceed along the walkway, back to the coach pick-up point. The traffic marshals will ensure your coach is ready, using the number you were given when you arrived. Due to a large number of coaches and the small space available, **it is essential to follow the traffic marshals' instructions at all times**.

Further information will be emailed to you 1 week prior to the event, including a coach pass; please ensure this is displayed. For information regarding coach parking, please see the [Manchester City Council website](#).



## Travelling by Train?

Manchester has direct rail connections to most major UK cities. Services arrive at Piccadilly or Victoria stations, where passengers can connect with Metrolink trams for easy access to the city centre.


Manchester Central is a 20-minute walk from Piccadilly station, or just five minutes by taxi. Alternatively, catch a connection train to Oxford Road Station, which is five minutes from Manchester Central on foot.


Further information on train services can be found at [www.nationalrail.co.uk](http://www.nationalrail.co.uk).


# WHILST YOU'RE HERE

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## When you arrive

 On arrival, please head to the main entrance of Manchester Central. Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.

 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 will 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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## Wi-Fi

An open Wi-Fi network is available at this event; however, a reliable connection cannot be guaranteed.



## Accessibility

Full details on accessibility can be found on the Manchester Central Webpage, by simply clicking [here](#).

## Catering

There will be refreshments available for visitors to purchase in the main foyer, and the Staff Room (exhibitor and teacher lounge) at the back of the hall which will be serving snacks and sandwiches. Only card payments are accepted in both areas.

There will also be a seated area for those who would rather bring a packed lunch with them.

## Event staff

For general queries during the event (e.g., directions to facilities), please ask any of the event staff, who can be identified by their UCAS-branded t-shirts.

## The Big Q&A - Subject Talks

Student talks will run throughout the event on our main stage. This can all be found in the main hall and will be signposted. A full programme of talks can be found on the [event webpage](#).



# JUST IN CASE

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## Organisers

The organiser's office is located at the front of the hall and is signposted. A member of the Events Team will be in the office throughout the event.

## Accidents & near misses

If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately, located at the front of the hall.

## Emergency procedures

Should an evacuation of the building occur, please follow the instructions of the venue security staff, and leave the building via the nearest exit.

## First aid

The venue has a medical room, staffed by qualified first aiders. If you need medical assistance, please contact the organiser's office at the front of the hall in the foyer.



# FREQUENTLY ASKED QUESTIONS

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- **Is there anywhere I can store my coat and bags?**

Unfortunately, cloakrooms are not available for visitors at our events, we advise visitors to avoid bringing large bags and rucksacks into the event.

- **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 in the hall and handed to the reception desk in Manchester Central's foyer, will be kept for four weeks. After four weeks, if no claim in respect of that property has been made by any person, Manchester Central reserves the right to donate the item to Manchester Central Social Committee's designated charity.

- **Can I smoke/vape on site?**

Manchester Central operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.

- **What security is there?**

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

- **Where can I get a copy of the risk assessment for the event?**

The organiser has completed a risk assessment for the event. A copy of this can be requested by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).



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# CONTACT DETAILS

## Venue

Manchester Central  
Convention Complex  
Windmill St  
Petersfield  
Manchester  
M2 3GX

## On site general enquiries

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

## Contact details

Prior to the exhibition  
01242 544 808 or email  
[events@ucas.ac.uk](mailto:events@ucas.ac.uk)

Thank you for registering to attend the Manchester UCAS Discovery exhibition.

