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YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 12:30	Open days
13:30 - 13:50	Open days
14:00 - 14:20	Open days

SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds Skills and Accommodation
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Apprenticeships
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative Arts

1 LISTEN TO SPECIALIST TALKS
Take part in the 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

20 JAN 10:00	20 APR 10:00	1 OCT 10:00
20 OCT 10:00	20 NOV 10:00	2 JAN 10:00

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

EVENT LOCATION INFORMATION

Location specific information for Hampshire (Winchester)

UCAS

EXHIBITING AT

EVENT: UCAS Hampshire

DATE: 18 April 2024

OPENING TIMES: 9.30am-3pm

VENUE: University of Winchester,
Sparkford Road, Winchester, SO22
4NR



EVENT INFORMATION

ACCESSIBILITY

There are accessible routes to and from the marquee, sports hall, toilets, seminar spaces and catering facilities, please speak to a member of staff if you require directions or assistance.

ACCOMMODATION

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

- On campus guest rooms. To book please call: 01962 827322
- The Westgate (SO23 8TP) 0.6 miles from University (<https://www.westgatewinchester.com/>)
- Hotel Du Vin (SO23 9EF) 0.7 miles from University (<https://www.hotelduvin.com/locations/winchester/>)
- Winchester Royal Hotel (SO23 8BS) 0.8 miles from University (<https://winchesterroyalhotel.com/>)
- Mercure Winchester (SO23 9LQ) 1 mile from Uni (<https://all.accor.com/hotel/6619/index.en.shtml>)
- The Winchester Hotel (SO23 7AB) 1.2 miles from Uni (<https://www.thewinchesterhotel.co.uk/>)
- Premier Inn Winchester (SO23 7RT) 1.8 miles from University (<https://www.premierinn.com/gb/en/hotels/england/hampshire/winchester/winchester.html>)
- Travelodge Winchester (SO23 9AL) 1.8 miles from Uni (<https://www.travelodge.co.uk/hotels/660/Winchester-hotel>)

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

CAR PARKING

Parking is available on site in our Main Car Park. This is located on Sparkford Road, SO22 4NR. There are a limited number of spaces, please try to car share where possible. If you are staying in the city and do not have to carry large items, we would recommend leaving your car at your hotel and walking in/getting a taxi. ALL cars must display a permit at ALL times when parking on campus. Permits can be downloaded from the Exhibitor website.

EVENT INFORMATION

CATERING

Water- please bring your own bottle, there are water fountains around campus. Some water will be available on request.

Tea and Coffee – there will be 2 tea and coffee stations, 1 in the marquee and one in the Sports Hall, you will be given some vouchers on your stand

Lunch – the exhibition will not close for lunch, please ask our Event Staff if you would like them to pick up some lunch for you. We recommend making your way to the University catering outlets as these will be a lot quieter than the food trucks:

University Shop – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary)

Foodhall – Level 3 of the King Alfred Centre (hot meals, baguettes, sandwiches, salads and drinks)

Learning Café – Level 4 of the King Alfred Centre (paninis, sandwiches, wraps, hot and cold drinks)

Cyber Italia – Kenneth Kettle Building (Freshly made pizza, paninis, sandwiches wraps, toasties, hot and cold drinks)

FIRST AID

We have 2 First Aiders for this event as well as 24/7 site security. Please alert a member of staff who can call for the event First Aiders. If outside of event opening hours please call Security: 01962 827666

EVENT INFORMATION

INTERNET

Eduroam is available on our campus. For those exhibitors not on Eduroam, we can supply visitor log ins on the day.

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 [not sure what this is called] to support you at the event or you can call 01242 544808 or email 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 least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

SCHEDULE

BUILD DAY: (Wednesday 17 April 2024)

08:00 – 16:00 Event set up – deliveries can be made during this time

16:00 – 19:00 Exhibitor/contractor access.

EVENT DAY: (Thursday 18 April 2024)

08:00 – 09:00 Exhibitor access.

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

15:30 – 17:30 Exhibitor/contractor breakdown.

LOGISTICS

ARRIVAL

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the Marquee

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

The event is taking place in a marquee on The Dytche and the Sports Hall, King Alfred Quarter. [Please find a campus map linked here.](#)

When you arrive, please head to the Main Car Park (situated adjacent to the Dytche) to park and unload.

If you are arriving by train or other forms of public transport, please make your way to Main Reception (please see campus map) where someone can direct you to the marquee. The train station is a 10-minute walk away or a short taxi ride, there is a taxi rank outside platform 2.

BUILD-UP

BUILD DAY: (Wednesday 17 April 2024)

08:00 – 16:00 Event set up – deliveries can be made during this time

16:00 – 19:00 Exhibitor/contractor access.

EVENT DAY: (Thursday 18 April 2024)

08:00 – 09:00 Exhibitor access.

Exhibitors can park in our Main Car Park for the duration of the build time, it is adjacent to the Marquee and Sports Hall.

LOGISTICS

BREAKDOWN

Breakdown time: 15:30 – 17:30 Exhibitor/contractor breakdown.

Exhibitors can park in our Main Car Park for the duration of the breakdown time, it is adjacent to the Marquee and Sports Hall.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact events@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts.

DELIVERIES

Deliveries should be addressed to:

Exhibitor Company/Institution Name. Exhibitor Contact Name. Stand Number
The Post Room
University of Winchester
Sparkford Road
Winchester
Hampshire
SO22 4NR

The University is not responsible for any deliveries not clearly addressed, or that arrives prior to the build-up day.

Please make sure you inform those staffing your stand:

- Who your courier is
- What the contact details for your courier are
- What the delivery consists of

Please note: if using a delivery company, they are responsible for ensuring that your prospectuses and any other items are delivered safely to your stand and that surplus materials are placed within the on-site storage area.

Deliveries can be made on Monday 15th and Tuesday 16th April. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

LOGISTICS

ORGANISERS

The organisers can be found either in the Marquee or Sports Hall. There will always be a member of staff located in Stripe Studio 1 who can get a message to the organiser. All staff will have radios so can contact the event organiser if needed. The lead organiser is Emma Cleaver.

Before the exhibition, please contact Emma Cleaver on 01962 624857 or emma.cleaver@winchester.ac.uk

ELECTRICAL SERVICES AND TABLES/CHAIRS

Not all stands will have access to electricity, nor will they have tables and chairs. If your stand requires electricity or tables and chairs, please ensure you let both Emily Bibby at UCAS and Emma Cleaver at the University of Winchester know before end of day Friday 18th March.

EMERGENCY AND SECURITY

Please make sure you're familiar with the procedures to be followed in an emergency. The emergency procedure document will be on your stand. If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points.

We have 24 hour site security, they can be contacted on: 01962 827666

INSURANCE AND RISK ASSESSMENT

It is essential you take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage. You should ensure you have adequate public and employers' liability cover, in line with the booking terms and conditions.



CONTACT DETAILS

UCAS Events Team

E: 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

