

VISITOR INFORMATION GUIDE

DATE: Thursday 18th April 2024

VENUE: University of Winchester

UCAS



GETTING HERE

GETTING HERE

University of Winchester, SO22 4NR

<https://www.winchester.ac.uk/Contact-us/>

TRAVELLING BY CAR OR COACH?

Coaches.

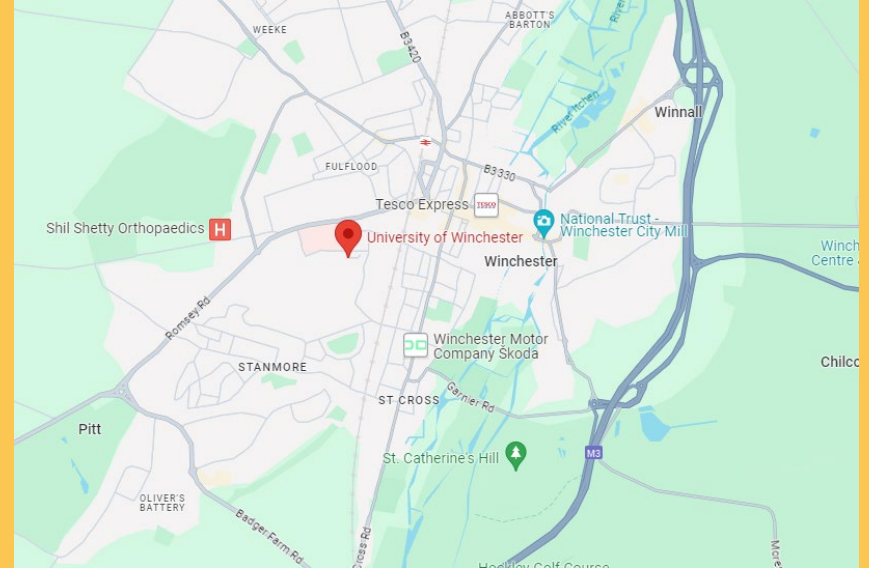
Schools/Colleges will be sent a colour coded coach permit for their allocated time slot. There is NO Coach parking on site, coaches need to make their way to South Winchester Park and Ride or Worthy Lane Coach Park.

Minibuses

These can park on site, parking is available in Medcroft Car Park, please follow the directions of our traffic marshalls.

Parking

Parking for individual visitors is NOT available on site, please use South Winchester Park and Ride, Tower Street Car Park or the train.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the plaza area outside The Stripe on King Alfred Campus. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in The Student Union



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.



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WIFI

Wi-Fi will be available, please visit the Library pages on our website for more information on visitor wi-fi.

ACCESSIBILITY

The event is in a marquee and the Sports Hall, both of which are accessible. Accessible toilets are available in The Stripe and St Alphege Building

Student Talks

Student talks on a variety of subjects will be running throughout the event. Please see the [event webpage](#) for a timetable.

CATERING

BBQ
Fish and Chip Van
Focaccia Company
Sweets and Donuts
Cyber Italia (Pizzas)
Foodhall

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 **01962 624857**

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it **to our Security Team on 01972 827666**

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 Aiders will be available throughout the event opening times, they will be located between the Marquee and the Sports Hall. Our 24/7 Security Team are also First Aid Trained



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?**

Lost Property will be taken to our Main Reception where it is retained for 1 month, after this point it will be either given to charity or disposed of.

- **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. We have designated smoking areas, please ask a member of staff if you are unsure.

- **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. We have 24/7 Security, they can be contacted on 01962 827666

- **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

Emma Cleaver
emma.cleaver@winchester.ac.uk
01962 624857

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.

