

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING  
WORLD OF  
POSSIBILITIES

UCAS  
DISCOVERY

**YOUR FUTURE STARTS HERE**

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

10:00 - 10:30	Nursing and
10:30 - 11:00	Law
11:00 - 11:30	Leeds Skills accommodation
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to Apprenticeships
13:10 - 13:30	Business &
13:40 - 14:00	Creative arts
14:10 - 14:30	

**SUBJECTS LIVE**

**1 LISTEN TO SPECIALIST TALKS**  
Take part in three talks, 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 course.

**OPEN DAYS**

**UPCOMING OPEN DAYS**

28 JAN 10:00	28 JAN 10:00	28 JAN 10:00	1 OCT 10:00
29 JAN 10:00	29 JAN 10:00	29 JAN 10:00	2 JAN 10:00

**STEM MEDICINE BUSINESS**

**WELCOME AREA**

**MAKE IT REAL**

# EVENT LOCATION INFORMATION

Location specific information for  
UCAS Discovery Middlesbrough  
2024

UCAS



# EXHIBITING AT

EVENT: **Middlesbrough**

DATE: **Wednesday 1 May 2024**

OPENING TIMES: **9:30 – 15:00**

VENUE: **Olympia Building, Teesside University, Middlesbrough, TS1 3BX**



# EVENT INFORMATION

## ACCESSIBILITY

All venues at the event are wheelchair accessible, however if you require any further information, please contact the event organisers on 01642 342962.

## ACCOMMODATION

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

[Holiday Inn Express](#)

[Premier Inn Middlesbrough Town Centre](#)

[Travelodge Middlesbrough](#)

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

## CAR PARKING

**Please note that car parking space is limited, and exhibitors are encouraged to car share where possible.** Exhibitors can park in the **Woodlands car park**, number 14 on the car parking map, which can be found [here](#). This is located close to the venue. If you are using a sat nav the postcode for this car park is TS1 3QJ. Please display a valid parking permit, you can access this from the exhibitor zone event page, and they will also be available on the day from the Events Team.

Getting to the car park

- Follow direction signage to Middlesbrough town centre from the A66
- Leave the A66 at the Marton Road roundabout (signposted A172) and take the second exit
- Continue up the road. Go straight on at traffic lights (Cineworld, Pizzahut should be on your left) and continue along the road for next 500 yards
- You will come to another set of traffic lights. Proceed straight on at these lights ☒ Continue another 500 yards before turning right onto Southfield Road (tyre garage should be on right hand side)
- Carry on along Southfield Road, turn left at Woodlands Road At the second mini roundabout turn right onto Waterloo Road. Follow this road to the Woodlands car park. Student helpers will direct you to the allocated area for visitor parking.

You will need to display a parking pass which can be collected from the organiser at the event or downloaded before arrival.

# EVENT INFORMATION

## CATERING

There are various catering outlets on campus. The closest outlets to the Olympia Building are located in the Centuria Building, Students' Union shop (ground floor) and the Curve. Please note all university catering except the Students' Union are cashless facilities. Other catering outlets can be found [here](#).

Complimentary tea and coffee will be available in the teachers' and exhibitors' lounge, located on the first floor of the Olympia Building. The lounge will be clearly signposted but please ask a member of staff for directions if needed. The event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to fetch you any refreshments, if they are able to do so.

## FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

There are many trained first aiders throughout the University campus. If you require any treatment, please inform a member of the events team who will arrange for a first aider. Alternatively, you can telephone the security control room on ext. 01642 342086 to arrange for a first aider. If you require an ambulance, phone 999, stating the building where required. Make sure to also inform the event staff and security control room on 01642 342086 that you have called one.

## INTERNET

Exhibitors will have access to the guest WIFI. The password will be displayed on posters throughout the venue on the day of the event. Please note that if you work at an institution that is part of Eduroam, you will be able to access this on campus using your usual credentials.

## 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](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

UCAS

## **SCHEDULE:**

### **BUILD DAY: Tuesday 30 April 2024**

14:00 – 19:00 Event set up – deliveries can be made during this time. Please note, due to assessments we cannot allow earlier deliveries.

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

### **EVENT DAY: Wednesday 1 May 2024**

07:30 – 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. 15:00 – 18:00 Event breakdown.

# LOGISTICS

UCAS

## ARRIVAL

The exhibition is being held in Teesside University's Olympia Building, located at number 8 on the map: <https://www.tees.ac.uk/docs/docrepo/about/campusmap.pdf>

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

## BUILD-UP

Build-up times:

Tuesday 30 April: 16:00-19:00

Wednesday 1 May: 07:30-09:00

# LOGISTICS

## BREAKDOWN

Wednesday 1 May 15:00-18:00

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 15:00 on Wednesday 1 May 2024. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

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](mailto: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

Please refer to the build-up and breakdown section in addition to the information below. Deliveries can be made from 13:00 – 19:00 the day before the event. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender.

The venue address for couriers is:

**Exhibitor name (c/o Carl Williams)**

**Stand Number**

UCAS Discovery Middlesbrough

Olympia Building

Teesside University

Middlesbrough

TS1 3BF

## ORGANISERS

The organisers can be found at the Olympia Building reception. The lead organiser is Carl Williams.

# LOGISTICS

UCAS

## **ORGANISERS**

The organisers can be found at the Olympia Building reception. The lead organiser is Carl Williams.

During the exhibition, Carl can be contacted on 07796707648

Before the exhibition, please contact Carl on 01642 342962, or at [carl.williams@tees.ac.uk](mailto:carl.williams@tees.ac.uk)





# CONTACT DETAILS

## 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

