

# VISITOR INFORMATION GUIDE

**DATE:** Thursday 13 June 2024

**VENUE:** Staffordshire University

UCAS



# GETTING HERE



## GETTING HERE

Staffordshire University, Sir Stanley Matthews Sports Centre, Leek Road, ST4 2DF.

An approach map to the campus can be found on our [website](#).



## TRAVELLING BY CAR OR COACH?

On arrival, event staff will direct coaches to car park 5 to drop students off. Your coach driver will then turn around and head back to car park 1, where they will be located for the duration of their stay.

Parking will be very limited on the day, therefore we strongly encourage visitors to use public transport.


For information about getting to the university by train, please visit the university's [website](#). Stoke-on-Trent railway station is a five-minute walk from the Sir Stanley Matthews Sports Centre.


For information on getting to the university by bus, please visit the university's [website](#).




# WHILST YOU'RE HERE

## WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located at the Leek Road Venue (LRV)**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the **Leek Road Venue (LRV)**

 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

To access the free Wi-Fi on campus, you will need to connect to the 'Wi-Fi Guest' network. When you open an internet window, you will be asked to complete a short registration form.

## ACCESSIBILITY

All venues at the event are wheelchair accessible and have ground floor toilets, however if you require any further information, please contact the event organisers on 01782 292774.

## CATERING

There will be refreshments available for visitors to purchase in the Catalyst Kitchen, Catalyst Café and the Student's Union Shop.

## 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.

## IAG and Subjects Talks

Information, advice & guidance and student talks, will run throughout the event. These will be signposted. A full programme of events can be found on the [event webpage](#).



# 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 a maroon t-shirt/hoodie. If you need to speak to the organiser by phone prior to the event, please call **01782 292774**.

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the organisers desk in the Sir Stanley Matthews 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

If you require first aid during your visit, please go to the organisers desk in the Sir Stanley Matthews Sports Centre and a member of staff will call the nominated first aider for this event.



# 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?**

Any lost property will be taken to the organisers desk in the Sir Stanley Matthews Sports Centre where attempts will be made to find the owner.

- **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

Staffordshire Univeristy  
events@staffs.ac.uk  
01782 292774

## 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.

