

VISITOR INFORMATION GUIDE

DATE: TUESDAY 11 JUNE 2024

VENUE: UNIVERSITY OF SUFFOLK (IPSWICH)

UCAS



GETTING HERE

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University of Suffolk, Waterfront Building, IP4 1QJ

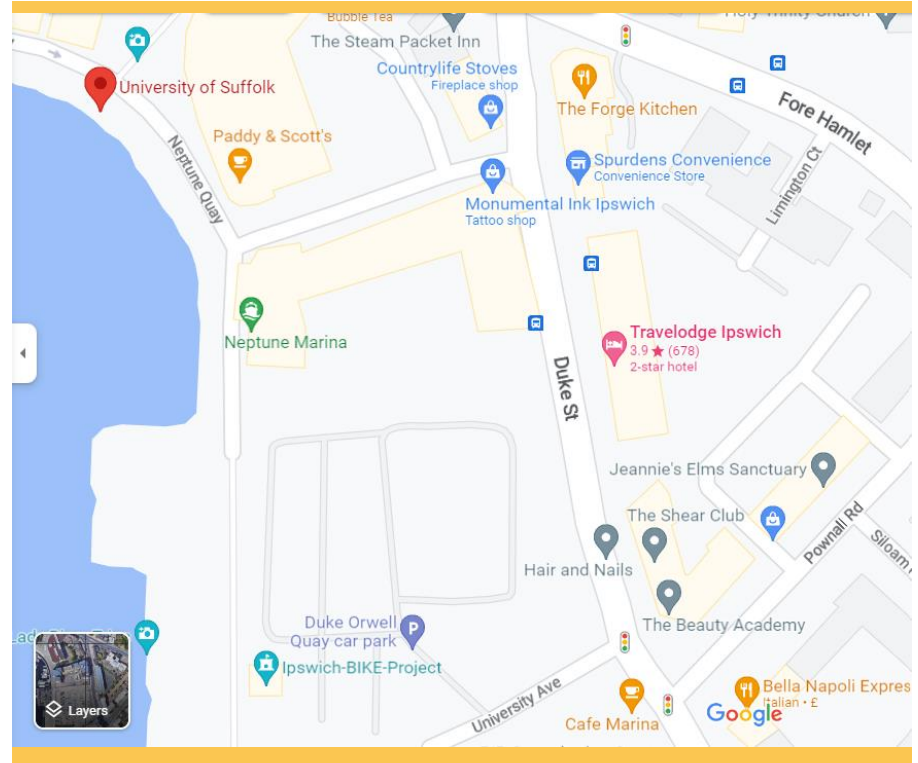
TRAVELLING BY CAR OR COACH?

If you are arriving by car or minibus, please park in the Duke Orwell Quay Car Park, on Duke Street, IP3 0BF. This is a public car park and is pay per hour £1.70 per hour, or £6.35 all day.

Please note, coach parking is not available.


The drop off and pick up point will be signposted, all coaches should head to Duke Street, down University Avenue (IP3 0DN) along the Quayside, where they will drop students off outside Athena Hall / James Hehir Building. Coaches will then be directed off the Quayside via Patteson Road.


Coaches will pick-up from the same location and both coaches and groups should ensure prompt arrival at the pick-up point.




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located in the Waterfront Building**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **which is also found in the Waterfront Building**.

 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.



WHILST YOU'RE HERE

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WIFI

You can connect directly to Wifi by searching for SuffolkUni. If you have problems, please go to the event Registration Desk, Waterfront Building.

ACCESSIBILITY

All our buildings are accessible, with lifts and ramps. Toilets are located on each floor of the Waterfront Building.

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event and will be signposted. A full programme of events can be found on the [event webpage](#).

CATERING

As well as a Tesco express along Duke Street, there are many other catering outlets and cafes along the waterfront all within a few minutes walk.

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 01473 338918

ACCIDENTS & NEAR MISSES

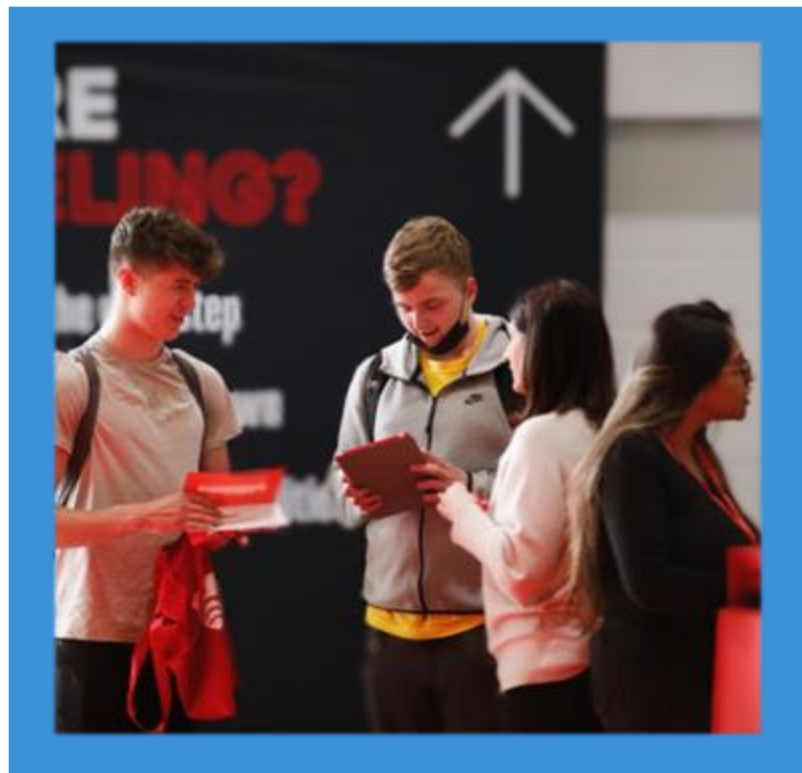
If you are involved in, or witness an accident or near miss while on-site, please report it to the Waterfront Building reception.

EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the building via the nearest exit.

FIRST AID

If you require first aid, St Johns Ambulance will be available on the ground floor of the Waterfront Building.



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?**

If any property is lost or found in the venue, please report to the registration desk at the Waterfront Building.

- **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

Name: University of Suffolk

Email: schools@uos.ac.uk

Telephone: 01473 338918

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 **Ipswich** UCAS Discovery exhibition.

