

VISITOR INFORMATION GUIDE

Date: Friday 18 October 2024

Venue: UWE, Frenchay Campus, EP1 Enterprise 1

UCAS **DISCOVERY** **UK TOUR**



GETTING HERE

Travelling by car or coach?

From M4 – exit the M4 at Junction 19 onto the M32. Exit the M32 at Junction 1. Turn right at the roundabout onto the A4174 ring road, following signs for Filton and Bristol Parkway railway station. Go past the Holiday Inn on the left, through the first set of lights at the junction towards UWE and Bristol Business Park, then, turn left at the second set of traffic lights, into UWE North Entrance.

From M5 – exit the M5 at Junction 15 onto the M4 eastbound towards London. Exit the M4 at Junction 19 onto the M32, and follow the directions from the M4 given above.

From the south – from Bristol City Centre, follow signs for the M32. Exit M32 at Junction 1. Turn left onto the A4174 ring road, and follow the directions above

Where can I park my car?

There is limited free parking available on-site, please follow the direction of the traffic marshals. We encourage car sharing or public transport. .



GETTING HERE

UCAS



Where can I park a coach or minibus?

If you're travelling by coach or minibus, please follow the directions of the traffic marshals.

If you are travelling by coach, there is a designated drop-off and pick-up area located to the front of the venue. Once students have disembarked, your coach will need to leave the site until your designated collection time. Please note, there is no on-site coach parking available, but do ensure your coach pass is visible at all times.

Coach passes will be sent to the group leader a week before the exhibition.



Travelling by Train?

The nearest rail stations are Bristol Parkway and Filton Abbey Wood, approximately 20-minutes' walk to the venue.

WHILST YOU'RE HERE

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When you arrive



On arrival, please head to the main entrance of the Enterprise Park 1. Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.



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 will be conducting random bag and wand searches. We thank you for your patience while this takes place.



WHILST YOU'RE HERE

UCAS



WiFi

An open WiFi network is available at this event, however, a reliable connection cannot be guaranteed.



Accessibility

For details on accessibility please access the UWE Frenchay Campus Webpage or contact the venue, by simply clicking [here](#).

Catering

There will be refreshments available for visitors to purchase in the café area, and a dedicated Staff Room, which will be serving refreshments for teachers and exhibitors only. Cash and card payments are accepted.

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.

The Big Q&A and Subjects Talks

Student talks will run throughout the event in our Big Q&A and Subject talk areas. These can be found in the main hall and will be signposted. A full programme of events can be found on the [event webpage](#).



JUST IN CASE

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Organisers

The organiser's office is located at the front of the building by the entrance and is signposted. A member of the Events Team will be in the office throughout the event if support is needed.

Accidents & near misses

If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's desk immediately, located at the front of the building.

Emergency procedures

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

First aid

There will be a qualified first aider available within the venue at all times. If you need medical assistance, please report to the organiser's desk at the front of the building.



FREQUENTLY ASKED QUESTIONS

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- **Is there anywhere I can store my coat and bags?**

There is not a cloakroom service at this venue. It is suggested that bags are left on coaches where possible. Do not leave bags unattended anywhere at the event.

- **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?**

All property found in the hall and handed to the organisers desk will be taken back to the UCAS offices and held for 2 weeks. After 2 weeks, if no claim in respect of that property has been made by any person, UCAS reserves the right to dispose of the item or donate it to charity.

- **Can I smoke/vape on site?**

UWE operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.

- **What security is there?**

Security is present at the event throughout. If you are a victim of theft, please report it to the organiser's desk immediately.

- **Where can I get a copy of the risk assessment for the event?**

The organiser has completed a risk assessment for the event. A copy of this can be requested by emailing events@ucas.ac.uk.



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CONTACT DETAILS

Venue

UWE Frenchay Campus
E Block
Bristol
BS16 1QY

On site general enquiries

Event ambassadors, wearing UCAS t-shirts, will also be available to offer help and advice if you have any queries

Contact details

Prior to the exhibition
01242 544 808 or email
events@ucas.ac.uk

Thank you for registering to attend the UCAS Discovery Bristol exhibition.

