

VISITOR INFORMATION GUIDE

DATE: Tuesday 5th November 2024

VENUE: York St John University Sports Park

UCAS



GETTING HERE

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York St John University Sports Park
Haxby Road, York, YO31 8TA

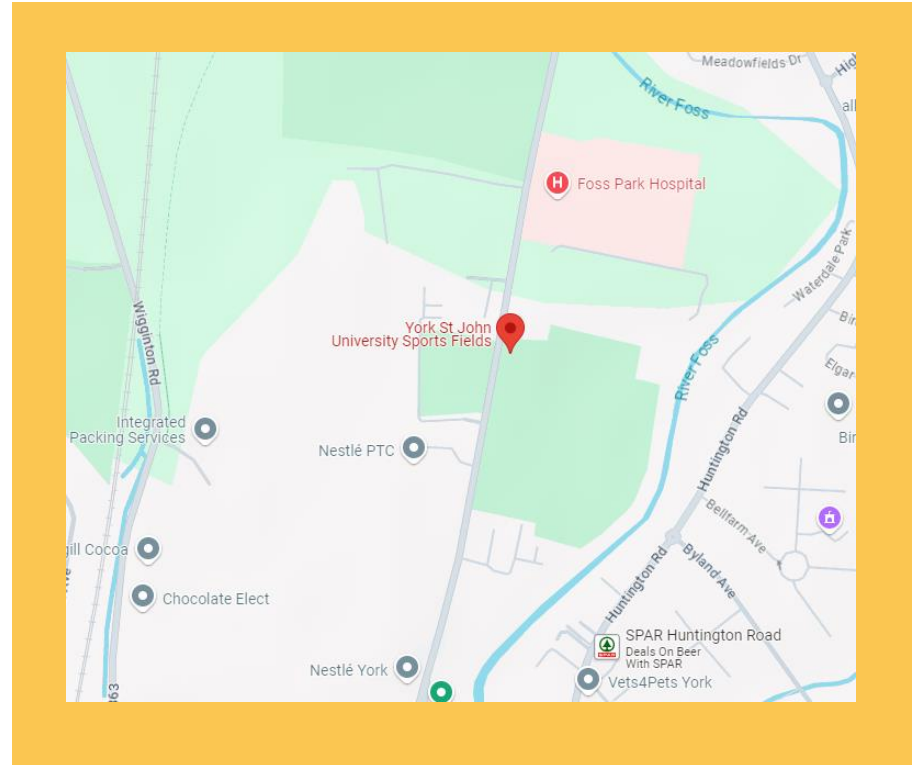
What Three Words: mole.soft.flesh

TRAVELLING BY CAR OR COACH?

Parking is unavailable at the venue for cars and coaches. Vehicles are able to drive into the car park and drop visitors off but there won't be space for parking.


The most convenient car park for both cars and coaches after dropping off visitors is 'Union Terrace Car Park.' More information can be found using the following link:


<https://www.york.gov.uk/UnionTerraceCarPark>




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the **main entrance**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the entrance to the Sports Park. Everywhere at the event location is fully accessible.

 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

WIFI

Eduroam Guest Wifi

Please use this wifi responsibly and do not access any inappropriate or insecure sites.

ACCESSIBILITY

Event venue is fully accessible, toilets and washrooms are marked in the exhibition venue. Please see event staff if you have any accessibility concerns on the day.

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event within our seminar rooms on the first floor. A full programme of events can be found on the [event webpage](#).

CATERING

Food vans are located outside of York St John Sports Park. There is also a café upstairs in the venue which will sell a range of hot and cold convenient food and snacks.

Dietary requirements will be catered for but please check if you have any questions.

Please note, all food vendors are cashless.

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 or event staff 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 local organiser by phone prior to the event, please call or email Katherine Parsons (k.parsons@yorks.ac.uk, 07817090661)

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the nearest member of our event staff

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. Fire assembly point will be on the sports pitches.

FIRST AID

Please report to the nearest member of event staff.

SAFEGUARDING

Designated safeguarding lead for this event is Grant Saker (g.saker1@yorks.ac.uk)



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?**

Please inform staff of the registration desk of any lost property.

- **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. You can also email the event organiser for a copy if you are unable to access the account.

- **WHAT IS THE PROTOCOL IN THE EVENT OF A FIRE?**

There is no scheduled fire alarm on either the set up day (Monday 4th November) or the event day (Tuesday 5th November). There are multiple fire exits throughout the event venue. In the event of the fire alarm going off, please follow the instructions of the event staff and ambassadors who will direct you to the nearest fire exit. If you are on the first floor of the venue, please do not use the lifts. The fire assembly point will be on the sports pitches at the event venue which will be pointed out by event staff during evacuation.

For more information, you can access the risk assessment from your secure ENet account (exhibitor portal) <http://www.ucas.com/enet>. If you do not have access to an Enet account, you can request a copy from the event organiser.

CONTACT DETAILS

VENUE

Name: York St John Sports Park

Local organiser email:

k.parsons@yorks.ac.uk

Local organiser telephone:

07817090661

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.

