



UCAS

**UCAS exhibitions**

# Visitor information pack

**Date: Wednesday 25<sup>th</sup> March 2020**

**Venue: University of Lincoln**

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## A

### Accidents and near misses

If you are involved in, or witness an accident or near miss while on-site, please report it to the general information desk immediately.

### Arrivals

On arrival, please head to the Engine Shed – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the Engine Shed.

Your exhibition ticket is personal to you and should not be passed on to other group members as this would 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 re-register to gain re-admittance.

Please start by entering the Engine Shed, you will then make your way through to LPAC to the additional stands.

## C

### Cars

As the event is held during term time, there is no parking on site. Please use the local public pay and display car parks situated close to the university, in the city centre. These are chargeable car parks. You can view details on the on the exhibition website at [www.ucas.com/news-events/events](http://www.ucas.com/news-events/events).

### Cash machines

There is a cash machine across the road from the exhibition venue (near Spar), and in the Minerva Building on the university campus.

### Catering

There are a number of catering outlets on the campus, as well as the usual high street outlets within a ten-minute walk of the exhibition venue.

## Coaches

Before the event, you will be sent coach access passes, and a site map of where to drop-off and collect. If you have not received this, please contact the University of Lincoln Events Office at [events@lincoln.ac.uk](mailto:events@lincoln.ac.uk). If your coach is significantly early, you will be asked to keep your students on the coach until your allocated arrival time.

**Please note, there is no coach parking on site – please ensure your coach company is aware of this.**

## D

### Directions

The university is located in Lincoln city centre, accessed via the A1 with intersections at (the South) A46 Newark and (the North) A57 Retford. AA road signs are displayed around the city once you are in close proximity, to direct you to the exhibition venue.

You can view a variety of maps online at [www.lincoln.ac.uk/maps](http://www.lincoln.ac.uk/maps).

## E

### Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. In the event of an emergency, please make your way to the nearest exit.

In an emergency, the Event Manager will make the following announcement over the venue PA system:

'Attention please. Attention please. Here is an important announcement. It is necessary to ask everyone to leave the building. Please make your way calmly to the nearest exit. Everyone will be readmitted as soon as possible.'

If you hear this announcement, please leave the venue by your nearest exit, and make your way to the assembly point in the public square – between the Engine Shed and the university library.

Do not re-enter the venue until the Event Manager tells you it is safe to do so.

### Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their red UCAS t-shirts.

## F

### First aid

Trained first aid staff will be on site during the event, at the entrance of the Engine Shed. Should emergency care be required, please call 999 immediately, and then inform the Event Manager on 07843658941.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitor's 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.

### Internet

There is visitor internet access at the exhibition. Please refer to the attached University of Lincoln Visitor Wi-Fi document for instructions to log in.

## L

### Lost property

Lost property will be held by the University of Lincoln Events Office for one month following the exhibition. The Events and Conferencing Office can be contacted on 01522 837 100, or at [events@lincoln.ac.uk](mailto:events@lincoln.ac.uk).

Please note that any goods/materials/deliveries or miscellaneous items left on site at the University of Lincoln, without proper authority, will be treated as abandoned and disposed of accordingly.

## O

### Organisers

If you wish to speak to the event organiser, they can be located in the exhibition venue, and can also be identified by the red UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call 01522 88 6779.

## P

### Parking

As the event is held during term time, there is no parking available on campus. These are chargeable car parks. You can view details on the on the exhibition website at [www.ucas.com/news-events/events](http://www.ucas.com/news-events/events).

## R

### Risk assessment

Please contact UCAS events at [events@ucas.ac.uk](mailto:events@ucas.ac.uk) to obtain a copy of the risk assessment.

## S

### Security

On-site security will be on campus throughout the event.

### Student talks

Student talks will be running throughout the day and are available on a first-come first-served basis. They will be signposted, but please ask a member of staff for directions. The full seminar programme can be found on the event webpage.

Seminar speaker schedule 2020

	12:00pm	1:00pm	2:00pm
<b>DCB0102</b> David Chiddick Building	Applying to University through UCAS / Student Finance	Applying to University through UCAS / Student Finance	Applying to University through UCAS / Student Finance
<b>DCB1103</b> David Chiddick Building		Student Life	Student Life
<b>DCB1104</b> David Chiddick Building		If not Uni – what next?	Choosing a university or course

Smoking

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 inside all University of Lincoln buildings.



TO WHOM IT MAY CONCERN

1<sup>st</sup> August 2019

Dear Sir/Madam

**UNIVERSITY OF LINCOLN AND ALL ITS SUBSIDIARY COMPANIES**

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

**EMPLOYERS' LIABILITY**

Certificate No.	Y016458QBE0119A/T104
Period of Indemnity	1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020
Limit of Indemnity	£25,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE UK Limited and Excess Insurers

**PUBLIC AND PRODUCTS LIABILITY**

Certificate of Entry No.	UMT104/13
Period of Indemnity	1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020
Includes	Indemnity to Principals
Limit of Indemnity	£25,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE UK Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

Paul Cusition  
For U.M. Association Limited

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# UoL - Visitor Wi-Fi



If you are a visitor or self-registered guest, please follow the steps below to connect to our Visitor Wi-Fi access point.

Select the wireless network "UoL - Visitor", a browser window will automatically open which instantly redirects to a University of Lincoln landing page.

**Note:** If for any reason the browser window does not automatically appear, manually open a browser and browse to any website, the redirection to [uovisitor.lincoln.ac.uk](http://uovisitor.lincoln.ac.uk) should then occur automatically.



## Creating an account

1. On the main portal page, click on "Create an account" at the bottom of the page.
2. The "Create account" page appears (see right)
3. Fill in the required fields (First name, Last name and Email address) and (optionally) provide a phone number. Please ensure you supply a valid email address.
4. Read through the acceptable use policy and tick the box "I agree to the terms and conditions" if you are happy to proceed.
5. Click the "Register" button to continue.
6. The details for your newly created account are shown.
7. Click on the "email me" button to be emailed a copy of the credentials to the email address you provided, this will contain your password.
8. Check for the email on your phone.
9. Back on the main portal page, login with your new account.
10. On successful login, you are redirected to the University of Lincoln homepage and now have internet access.
11. Some users of older mobile devices may need to turn off their Wi-Fi to enable receipt of email via data network (e.g. 4G), once email received turn Wi-Fi back on to access UoL - Visitor.

