

## UCAS exhibitions

# Visitor information pack

Date:

Thursday 23 June 2022

Venue:

Staffordshire University  
Sir Stanley Matthews Sports Centre  
Leek Road, Stoke-on-Trent, ST4 2DF



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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 Sir Stanley Matthews Sports Hall. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the Sir Stanley Matthews Sports Centre.

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.

## C

### Cars

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](#).

### Cash machines

There is a cash machine on campus, however the machine is the responsibility of the bank and not Staffordshire University – therefore, we cannot guarantee this will be available on the day.

### Catering

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

## Coaches

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. Please ask your coach company to print off the parking pass at the end of his pack and display it in the windscreen of the coach at all times.

Once your students have exited the coach, please direct them to the entrance of the Sir Stanley Matthews Sports Centre, where they will be met by staff dressed in UCAS t-shirts. As this is a working day, please encourage your students to use pavements and pedestrian crossings, as traffic will be moving around campus.

If you have any questions regarding travel logistics, please do not hesitate to get in touch before the event on 01782 292774 or at [events@staffs.ac.uk](mailto:events@staffs.ac.uk).

## D

### Directions

For directions to Staffordshire University's Stoke-on-Trent campus, please visit the university's [website](#).

## 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 immediately. Do not use lifts.

Assemble in the nearest car park well away from the building. Wheelchair users, other than on ground floor locations, should in the first instance be assisted or directed to a refuge point (usually a protected lobby or stairwell).

### 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 UCAS t-shirts.

## F

### First aid

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

If you feel unwell during your visit, please contact a member of event staff, who will call the nominated first aider for this event. All accidents, no matter how trivial, must be reported on a university accident report form (please request a form from a member of staff).

## 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

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. Once registered, you will have unlimited access to the internet.

## L

### Lost property

If any property is lost or found in the venue, please report it to the organisers desk in the Catalyst Building (exhibition hall 2)

## O

### Organisers

If you wish to speak to the event organiser, they can be located at the organisers desk in the Catalyst Building (exhibition hall 2).

## P

### Parking

Once they have dropped students off on car park 5, coaches will be directed to car park 1 where they will park for the duration of the event. Students will need to get back onto their coach in car park 1.

Parking will be very limited on the day, therefore we strongly encourage visitors to use public transport. However, if any students do travel by car, parking charges will be suspended on this date.

## R

### Risk assessment

The organiser has completed a risk assessment for the event. This can be viewed on your ENet account. Alternately please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk) to arrange a copy to be sent to you.

## S

### Security

For any issues relating to security, please call our Estates Team on 01782 294837.

### 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 programme can be found on the event webpage <https://www.ucas.com/events/staffordshire-ucas-exhibition-2022-404001> under the agenda tab.

### Smoking

Smoking and vaping is not allowed in any of the campus buildings. Smoking and vaping on campus is only permitted outdoors in designated smoking areas.

# **Coach pass**

## **UCAS Discovery Staffordshire 2022**

**Valid for parking at:**  
Staffordshire University, Leek Road, Car Park 1

**Date valid:** Thursday 23 June 2022

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.