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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 organiser's office immediately which is located by the front entrance.

### Accessibility

Full details on accessibility can be found on the [NEC website](#).

### Arrival

On arrival, please make your way through the main NEC entrance. Look out for the UCAS signs directing you to hall 6. If you are arriving by train, please follow the NEC signs from the platform for hall 6, and follow the UCAS signs. You will see UCAS higher education welcome banners outside the hall. Please enter through the correct registration avenue, and have your ticket ready for scanning. If you do not have a ticket, please report to the registration desk which will be clearly signposted.

Please be aware, the venue will be conducting bag searches at the venue entrances

## C

### Car parking

There is plenty of parking at the NEC. You will be directed to the North Car Park which is chargeable. You can pre-book your car parking and pay before you arrive at a discounted rate. Please see link here: <http://www.thenec.co.uk/visitors/parking/>

### Catering

There will be refreshments available for advisers and exhibitors (The staff room) in the hall on the far left-hand side. There are also other catering outlets out in the main foyer of the NEC.

The staff room is for teachers and exhibitors only and will be in the exhibition hall on the far left hand side next to the subjects live stage. It will be serving snacks and sandwiches.

## Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area which you will be sign posted to. Traffic marshals will direct your coach driver. There is coach parking available, which is chargeable at £26.75 a coach, or £21.50 a minibus.

**A coach pass will be emailed to the group leader a week before the event. Please print and fill out clearly your timeslot in order to assist the traffic marshals with the amount of coaches entering the venue.**

When you are ready to leave the exhibition, please make sure that all of your students are together and proceed to the car park for collection at the agreed time with your coach driver.

## Covid-19 Precautions

### Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

### Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

### Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

### Cleaning

The NEC have an exceptionally high standard of cleaning and will be regularly cleaning high traffic and touchpoint areas throughout the event.

### Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

***Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 16 February 2022.***

## D

### Directions

The NEC is in the perfect location for car travel – eight miles east of Birmingham city centre, and at the heart of the UK motorway network. It is just off the M42.

Postcode: B40 1NT

#### **Directions by rail**

The NEC is right next to Birmingham International rail station. You can get to any of the halls quickly and conveniently, without having to step outside!

The NEC entrance is on the right-hand side as you exit the station, and is clearly signposted. Many services run direct to Birmingham International. If yours doesn't, you can catch a connecting train at Birmingham New Street. There are regular services, and the journey only takes 10-15 minutes. Buses to the NEC can be caught at Birmingham Moor Street and Solihull stations.

For further information call National Rail enquiries on 0345 748 4950.

## E

### Emergency procedures

If for any reason it becomes necessary to evacuate the venue, there will be a clear announcement to that effect. Please leave the building by the nearest exit, and follow instructions of the venue staff who will direct you to your nearest assembly area.

### 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

Should you require medical assistance please contact the organisers via the organiser's office.

## I

### Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't 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

WiFi is available at this event via an open network.

## L

### Lost property

All property found in the exhibition hall will be handed in to the NEC security desk at the top of the stairs by Hall 6. Should any visitor lose an item, please come to the organiser's office to report it.

## O

### Organisers

The organiser's office is located by the front door to the event hall.

## P

### Parking

Please see the information in the 'Cars' and 'Coaches' section for details.

## R

### Risk assessment

The organiser has completed a risk assessment for the event, a copy of this can be obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)



Manage Group Bookings

Change password

Change event

Sign out

### Manage Group Bookings

You can use this area to help you manage your group booking(s).

**Session details** - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

**Email invitations** - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

Individual bookings – a copy of the risk assessment can be requested by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## Security

Security is provided for the show from 20 – 21 June 2022. The venue will conduct random bag searches, and have a working sniffer dog in place for the duration of event. Please do not be alarmed by these, they are standard practices for a venue of this size.

If you are a victim of theft, please report it immediately to the organiser's office.

## Student talks – Live Lounge

Live Lounge - Student talks, workshops, and performances will run throughout the event within our Main stage and Mini Stage. These can all be found in the main hall and will be signposted. A full programme of events can be found on the event webpage.

## Smoking

The NEC 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.