

UCAS

DISCOVERY

UK TOUR

Visitor information pack

Date:

28 – 29 April

Venue:

SGS College, Stoke Gifford



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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 SGS College gate house entrance and courtyard. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the on-site registration desk which will be clearly signposted.

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

There is free parking in the SGS college car park.

Cash machines

There are no cash machine's at the venue.

Catering

There will be food and refreshments available for visitors to purchase. Meal vouchers can be purchased from the café at the entrance to the venue, to be redeemed at catering points around the venue. The café is open from 08:00 – 18:00 and accepts both card and cash payments.

Coaches

Coach parking is available on a first come first served basis. Coaches will be directed by the on-site traffic team to the drop-off point, and then to the car park.

D

Directions

From the M32: Junction 1 M32, follow signs to Filton, through 2 sets of lights, at the first roundabout (MoD & retail) follow signs for Parkway. At the next roundabout turn left. At the following roundabout, turn left and then immediately right. Straight on across the mini roundabout and you will find the car parking after a set of lights.

From the A38: At the Filton roundabout follow signs for the ring road (A 4174) through 3 sets of traffic lights. After the bridge turn left into New Road. Follow the signs for WISE and turn left for Filton High School. Straight across the mini roundabout and you will find the car parking after a set of lights.

From Filton College Main Site: Follow Filton Avenue away from the A38 towards the ring road (A 4174). Turn left at the set of traffic lights and through one set of traffic lights. After the bridge turn left into New Road. Follow the signs for WISE and turn left for Filton High School. Straight across the mini roundabout and you will find the car parking after a set of lights.

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, and follow the instructions of the security staff.

Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the UCAS event staff.

F

First aid

The first aid point is located in the centre of the building. If you or another visitor requires first aid, then please alert a member of the UCAS event team or security team.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be requested by contacting the events team events@ucas.ac.uk.

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

Free wifi is available across the site.

L

Lost property

If any property is lost or found in the venue, please report it to the reception area. The venue will hold lost property items for a maximum of 2 weeks on-site.

O

Organisers

If you wish to speak to the event organiser, they can be located in the organisers office on the first floor or on the help desk within the main exhibition.

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)

 At the heart of
connecting people
to higher education

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.

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's desk or reception immediately.

Student talks

Student talks will be running throughout the day in the live lounge and are available on a first-come first served basis. The full live lounge programme can be found on the event webpage

Smoking

The venue operates a strict no smoking policy.