

UCAS exhibitions

Visitor information pack

Date:

Wednesday 15 June

Venue:

University of Essex



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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 Sports Arena. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the Sports Arena.

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

Free car parking is available to visitors on Wednesday 15 June in Valley Car Park, please follow the AA road signs and enter campus on the Wivenhoe entrance using the following postcode and 'what3words' location:

- CO4 3FA
- ///spring.towns.quiz

Additional information can be found [here](#).

Cash machines

There is one cash machine on campus which is located on Square 4.

Catering

There will be refreshments and lunch available for visitors to purchase in the grounds of the Sports Arena. Further food outlets can be found on Square 3 and 4 on campus.

Coaches

Coach parking will be free throughout the event in Valley car park. Our postcode is CO4 3FA, however when you arrive in Colchester, follow road signs to the University (off the A133) to access to our main visitor car parks, which is via the B1028, Colchester Road.

- [Road route to Colchester Campus \(.pdf\)](#)

D

Directions

From Valley car park directional signage will be available to guide you to the Sports Arena. There will also be our traffic team and Student Ambassadors on hand to direct to the Sports Arena.

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.

Event Staff

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

F

First aid

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers or in case of an emergency please contact the organiser's security team on 01206 872222 or 2222 from an internal phone, immediately. St Johns Ambulance are likely to attend the event and will be located in the Sports Arena.

I

Insurance

The organiser has adequate public and employee liability cover.

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

Guest wi-fi is available throughout campus and is free to use.

1. To connect, please choose Essex Guest from your available networks, enter your personal email address and accept our [IT Acceptable Use Policy \(AUP\)](#).
2. Once connected you get ten minutes of internet access. For 24 hour access, you'll need to verify your email address by following the link in the verification email we have sent you.

L

Lost property

If any property is lost or found in the venue, please report it to the event organiser or a University of Essex staff member. Lost property will typically be stored with security in Square 3.

O

Organisers

The organisers can be found at z.dawson@essex.ac.uk. The lead organiser is Zoe Dawson.

During the exhibition, Zoe Dawson can be contacted on 07974551196. Before the exhibition, please contact Zoe Dawson on 01206 876018, or at z.dawson@essex.ac.uk.

P

Parking

Coach parking will be free throughout the event in Valley car park. Our postcode is CO4 3FA, however when you arrive in Colchester, follow road signs to the University (off the A133) to access to our main visitor car parks, which is via the B1028, Colchester Road.

- [Road route to Colchester Campus \(.pdf\)](#)

R

Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email events@ucas.ac.uk

S

Security

Our security team will be present on campus during the UCAS Exhibition.

Student talks

Student talks will be running throughout the day in the live lounge 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 live lounge programme can be found on the [event webpage](#).

Smoking

Smoking is prohibited in all University buildings (this includes all student accommodation, offices, corridors, lifts, stairwells, toilets etc and includes under podia). You are not allowed to smoke within five metres of any University building. Clear 'No smoking' signs will be displayed as required in and on buildings, vehicles and areas where a higher risk of fire is present.