

UCAS exhibitions

Visitor information pack

Date:

Tuesday 14 June 2022

Venue:

University of Suffolk



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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 Waterfront Building. There are two registration points – the fire doors at the east end of the building (off Coprolite Street) and the doors opposite our 'Question Mark' sculpture. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please make your way to our main registration desk at the Question Mark.

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

Directions:

The University of Suffolk Waterfront Building is located on the Ipswich Waterfront, approximately one quarter of a mile from the town centre and is well signposted on the approach to the town. There will be AA signs directing you to the higher education exhibition, however please note **these will lead to the coach drop-off and pick-up point, and not visitor parking.**

Car park location for visitors:

Please use RCP Duke Street Orwell Quay car park (Duke Street, IP3 0BF).

Car park charges: Pay and Display, Pay Online / Mobile, Coin and Card payments available

£1.70 – Per Hour

£5.50 – All Day

Please note the University has no parking available for visitors and all cars using Duke Street must 'pay and display'.

Public transport:

By park and ride: There are two park and ride sites in Ipswich, one at Copdock and one at Martlesham. Journey time to the town centre is approximately 25 minutes, traffic permitting. The Waterfront Building is a short walk from the town centre.

By taxi: The approximate journey time from the train station or the town centre is five to ten minutes.

By train: Ipswich railway station is approximately a 15 – 20 minute walk from the Waterfront Building.

Cash machines

There is a cash machine at Tesco Express on Duke Street.

Catering

There will be refreshments available for visitors to purchase along the waterfront, including:

- Food vans on the waterfront plaza area
- Cult Café Bar in the James Hehir Building
- Juice Bar next to the Waterfront Building
- Waterfront cafés/restaurants include Coffee Link, Isaac's and Pizza Express
- Tesco Express & Subway is a 3 minute walk along Duke Street (turn right out of the main entrance to the building)

Coaches

All coaches will be directed from Duke Street down University Avenue along the Quayside, where they will drop students off outside Athena Hall / James Hehir Building. Coaches will then be directed off the Quayside via Patteson Road.

Coaches will pick-up from the same location and both coaches and groups should ensure prompt arrival at the pick-up point.

Unfortunately coach parking will not be available on-campus.

D**Directions****Location**

University of Suffolk Waterfront Building is located on the Ipswich Waterfront, approximately ¼ mile from the town centre. There will be AA signs directing to the Higher Education Exhibition, which lead to the coach drop-off and pick-up point.

Directions for visitors arriving by coach

All coaches should follow the AA directional signs to the coach drop-off at the end of University Avenue, off Duke Street.

Directions for visitors arriving by car

Follow the A14 to junction 56, sign-posted A137 Ipswich Central. Follow the A137 and town centre signs. On approaching the town centre, cross over the river in the right hand lane. The Novotel Hotel should be directly ahead. Turn right at the roundabout into Star Lane and stay in the right hand lane, sign-posted Felixstowe. After the third set of traffic lights the road bears round to the right. This is where you need to take the left hand lane. Follow the road round to the left, still following signs to Felixstowe. After the pedestrian crossing, keep in the right hand lane and take a right turn at the traffic lights onto Duke Street. Continue down this road to the next set of traffic lights, turning right onto University Avenue and into Duke Street car park. If using sat nav, please navigate to the junction of Duke Street and University Avenue (IP3 0FR).

Public transport

By park and ride: There are two park and ride sites in Ipswich, one at Copdock and one at Martlesham. Journey time to the town centre is approximately 25 minutes, traffic permitting. The Waterfront building is a short walk from the town centre.

Arriving by Train

Ipswich Station is well connected to arrive from London or across the UK. Once arriving at the train station, the University is either a 15-20min walk to the Waterfront Building or 5-10 minutes by taxi.

E

Emergency procedures

Please ensure you are 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.

If there is a fire alarm, please use the nearest exit and assemble on the Waterfront Plaza, by the Question Mark sculpture.

Event Staff

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

F

First aid

Should any visitors require first aid, please report to the main Reception desk of the Waterfront Building, or report to either of the event registration desks. Trained first aiders will be available throughout the event.

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

You can connect directly to Wi Fi on eduroam or by searching for SuffolkUni. If you have problems, please go to the event Registration Desk, Waterfront Building.

L

Lost property

If any property is lost or found in the venue, please report to the registration desk at the Waterfront Building.

O

Organisers

Please report to the main reception of the Waterfront Building or any of the event registration desks if you would like to speak to the event organiser:
Rosanna Douglas-Head, Student Recruitment Manager (UK)

If you wish to email before the exhibition, please contact Rosanna on r.douglas-head@uos.ac.uk.

P

Parking

Please see section **C- Cars** for parking, and **C- Coaches** for drop off points.

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

Security is provided 24/7 and is based at the main University of Suffolk reception in the Waterfront Building foyer.

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 talk programme can be found on the [event webpage](#).

Smoking

The use of electronic cigarettes or vaping devices is not permitted in any of the University of Suffolk's buildings. Smoking is only permitted in the shelter at the rear of the Waterfront Building or away from the University buildings.