

## UCAS exhibitions

# Visitor information pack

Date:

30 June 2022

Venue:

Anglia Ruskin University,  
East Road, Cambridge,  
CB1 1PT



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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 Helmore Building Reception desk immediately.

### Arrivals

On arrival, please head to the door you are directed to by event staff. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at Helmore building.

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.

If you are arriving by coach, arrival details will be sent separately to the school representative.

## C

### Cars

During the exhibition, the best places to park are [Queen Anne Car Park](#) (postcode CB1 1ND) or [The Grafton Centre](#) (postcode CB1 1PS).

There is no parking on campus, other than for blue badge holders. Disabled parking is limited and should be booked by emailing [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) no later than 20 June.

### Cash machines

ARU is a cashless campus. Only card payments are accepted.

### Catering

There will be refreshments available for visitors to purchase in the Helmore Refectory.

## Coaches

Coach drop-off and pick up is only available if you have informed UCAS you will be bringing a coach at the time you made your booking. Schools will be sent arrival details approximately 2 weeks before the event: please read these carefully as our city-centre location means that we have a very limited number of spaces available. If you have any questions about this ahead of the event, please contact [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk).

## D

### Directions

The postcode for the event is CB1 1PT. Our campus is approximately 20 minutes from the rail station on foot. Please head to the reception of the Helmore Building (glass-fronted) when you arrive.

## 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.

If an alarm sounds, please evacuate the building immediately, and make your way to the assembly point near to the front of campus (Petersfield Common).

Please do not use the lifts in the event of a fire alarm.

### Event Staff

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

## F

### First aid

First aiders will be located in the Lord Ashcroft Building. Any member of staff with a radio will be able to contact them for you.

## 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

Internet access is not available for visitors unless they have prior access the Eduroam network.

## L

### Lost property

If any property is lost or found in the venue, please report it to Security at Helmore building Reception.

## O

### Organisers

The organisers can be found by contacting a member of staff with a radio. The lead organisers are Sian Burnett and Laura Scarle.

## P

### Parking

During the exhibition, the best places to park are [Queen Anne Car Park](#) (postcode CB1 1ND) or [The Grafton Centre](#) (postcode CB1 1PS).

There is no parking on campus, other than for blue badge holders. Disabled parking is limited and should be booked by emailing [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) no later than 20 June.

## 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](mailto:events@ucas.ac.uk).

## S

### Security

Our security team can be contacted via the Reception desk in Helmore Building, or by speaking to any member of staff with a radio.

### Student talks

Student talks will be running throughout the day in our Lord Ashcroft Building 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 talks programme can be found on the agenda tab of the event webpage [Cambridge UCAS exhibition 2022 | Exhibition | UCAS](#) and in the event guide.

### Smoking

Ask any member of event staff to direct you to our designated smoking areas.



TO WHOM IT MAY CONCERN

1<sup>st</sup> August 2021

Dear Sir/Madam

**ANGLIA RUSKIN UNIVERSITY HIGHER EDUCATION CORPORATION AND ALL ITS SUBSIDIARY COMPANIES**

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

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Certificate No.	Y016458QBE0121A/007
Period of Indemnity	1 <sup>st</sup> August 2021 to 31 <sup>st</sup> July 2022
Limit of Indemnity	£50,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE UK Limited and Excess Insurers

**PUBLIC AND PRODUCTS LIABILITY**

Certificate of Entry No.	UM007/92
Period of Indemnity	1 <sup>st</sup> August 2021 to 31 <sup>st</sup> July 2022
Includes	Indemnity to Principals
Limit of Indemnity	£100,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE UK Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition  
For U.M. Association Limited

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