

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS
DISCOVERY

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:00	11:00 - 11:30
13:30 - 13:50	14:00 - 14:30

SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds Skills Academy
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to Apprenticeships
13:10 - 13:30	Business & Finance
13:40 - 14:00	Creative Arts
14:10 - 14:30	

1 LISTEN TO SPECIALIST TALKS
Take part in the Q&As, chat to experts and hear about your different careers at the Live Lounge.

2 GET EXPERT ADVICE
Speak to university, employers, and UCAS about your future choice.

OPEN DAYS OPEN DAYS OPEN DAYS

UCAS DISCOVERY PRESENTS STEM MEDICINE BUSINESS

WELCOME AREA

I AM BCU

MAKE IT REAL

EVENT LOCATION INFORMATION

Location specific information for East London

UCAS

EXHIBITING AT

EVENT: East London

DATE: 5th-6th June 2024

OPENING TIMES: 9.30am – 2.30pm

VENUE: University of East London
Docklands Campus
SportsDock Arenas
University Way
London
E16 2RD



EVENT INFORMATION

ACCESSIBILITY

Please visit our [website](#) for our all our accessibility information.

ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

Hotel Novotel London Excel

Premier Inn London Docklands Excel

Hotel ibis London Excel Docklands

Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

CAR PARKING

Parking for exhibitors will be available on campus, in the Residential car park (first left after the barriers), **on a first-come, first-served basis**.

You will be given a permit on arrival by the traffic team, and will need to display this on your dashboard.

There will be no charge for parking, However, parking will be limited, and on a first-come, first-served basis. Parking is not guaranteed.

There are a few car parks nearby accessible by public transport:

Gallions Reach Shopping Park (Free) - E6 7ER

Asda Beckton Superstore (Free) - E6 5JP

EVENT INFORMATION

CATERING

Complimentary tea, coffee, and water will be provided for exhibitors in the exhibitor lounge, and food will be available to purchase from one of the marked catering points inside the SportsDock.

FIRST AID

Designated first aid staff will be on hand at the venue for the duration of the event. If a first aider is required, please alert an event staff, security officer, or SportsDock reception.

INTERNET

Free Wi-Fi is available across the campus via The Cloud.

SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk [not sure what this is called] to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

UCAS

SCHEDULE:

BUILD DAY: (Tuesday 4th June 2024)

08:00 – 15:00 Event set up 15:00 – 18:00 Exhibitor/contractor access.

EVENT DAY: (Wednesday 5th June 2024)

08:00 – 09:15 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:30 – 15:30 Stand replenishment.

EVENT DAY 2 (Thursday 6th June 2024)

08:00 – 09:15 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:30 – 16:30 Exhibitor/contractor breakdown.

16:30 event breakdown

LOGISTICS

ARRIVAL

On arrival, please make your way to the SportsDock. Event staff will be able to guide you around the campus throughout the day.

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from registration desk in Sports Dock Foyer.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

BUILD-UP

Build-up times:

Tuesday 4th June, 15.00 – 18.00

Wednesday 5th June, 08.00 – 09.15

Exhibitors can drop off materials on Tuesday 4th June at the entrance to sports arena 2. The postcode for the SportsDock is E16 2RD, and upon arrival you will be directed to the drop off area. Once you have dropped off your items you must move your car to the main car park.

LOGISTICS

BREAKDOWN

Breakdown time: Thursday 6th June, 14.30 – 16.30

Please note, trolleys are not provided, and will not be allowed on the hall floor once the exhibition has opened.

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 14:30 on 7th June. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

DELIVERIES

Exhibitor name

Stand number

East London UCAS

University of East London

SportsDock

Docklands Campus

University Way

London E16 2RD

Deliveries can be made from Tuesday 4th June between 15:00-18:00. Any deliveries made before this time will not be accepted by the venue and returned to the sender. They should be sent to the University of East London' SportsDock, and be clearly labelled with your organisations full name, your stand number, and venue address

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender.

LOGISTICS

ORGANISERS

The organisers and event staff can be found at the exhibitor helpdesk located in arena 1.

If you need to contact us prior to the event please contact Kazi Ehsan, k.ehsan@uel.ac.uk

STORAGE

Storage will be provided in arena 2. Items left in this area will be at your own risk and we can't take responsibility to lost or damaged items.

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.



CONTACT DETAILS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

