

# VISITOR INFORMATION GUIDE

**DATE:** Wednesday 14 June 2023

**VENUE:** UCAS Discovery Colchester Exhibition

UCAS



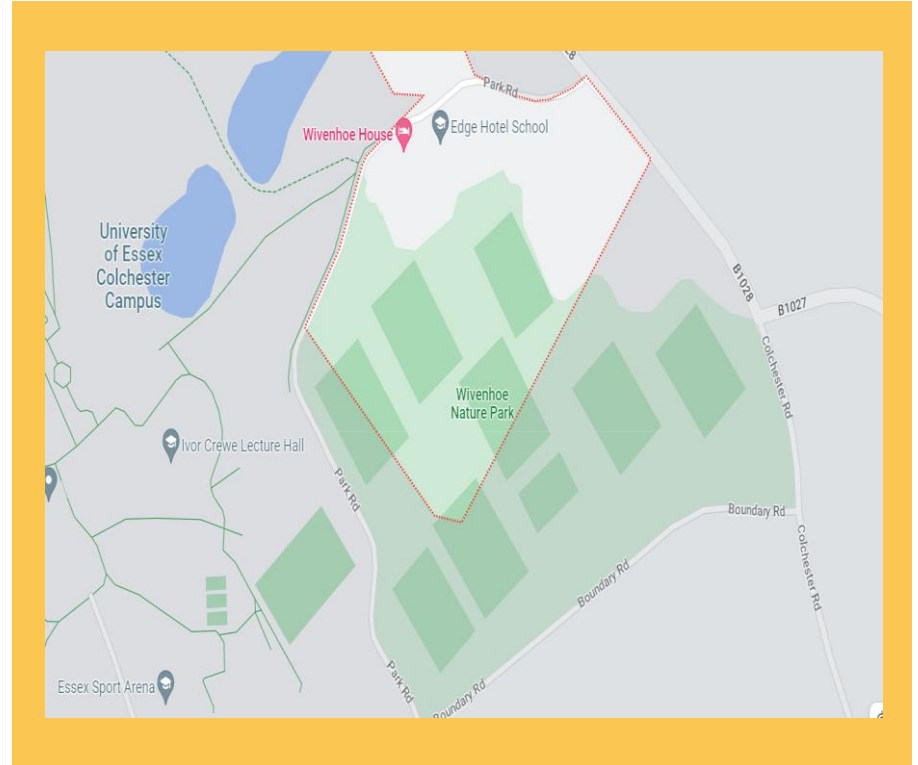
# GETTING HERE

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Please use the satnav postcode CO4 3FA

## TRAVELLING BY CAR OR COACH?

Please use the satnav postcode CO4 3FA to enter campus via Boundary Road. On arrival, you will be directed to available parking by Traffic Officers. You can also use the what3words '[spring.towns.quiz](#)' to direct yourself to our campus.



# WHILST YOU'RE HERE

## WHEN YOU ARRIVE



On arrival, please head to the **Sports Arena main entrance**. 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 reception**.



Your exhibition ticket is personal to you and should not be passed on to other group members, as this could 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 register again to be readmitted.



Please be aware, the venue may be conducting random bag and wand searches. We thank you for your patience while this takes place.



# WHILST YOU'RE HERE

UCAS

## WIFI

Please log into 'Essex Guest', there is no password required

## ACCESSIBILITY

Information on accessibility route on campus can be found [here](#). Accessible toilets are located in the Sports Arena.

## CATERING

Campus has a large variety of catering outlets which you will be able to access on the day. More information can be found [here](#).

## EVENT STAFF

For general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their UCAS-branded t-shirts.

## The Big Q&A and Subjects Talks

Student talks will run throughout the event which will be held in our Lecture Theatre Building. These can all be found in the main hall and will be signposted. A full programme of events can be found on the [event webpage](#).



# JUST IN CASE

UCAS

## ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call **enter telephone number**.

## ACCIDENTS & NEAR MISSES

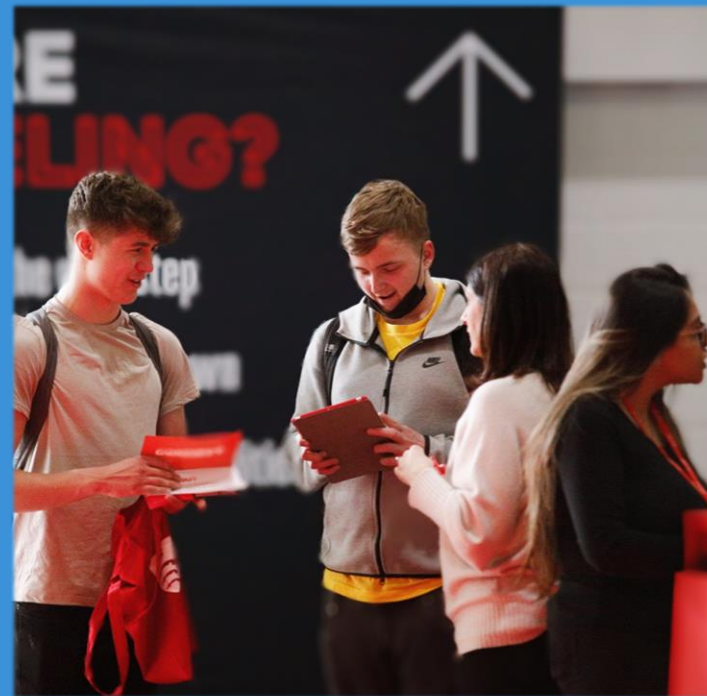
If you are involved in, or witness an accident or near miss while on-site, please report it **the first aid room staffed by St Johns Ambulance and let a member of staff know**.

## EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the build via the nearest exit.

## FIRST AID

The medical room located on the ground floor of the Sports Arena.



# FREQUENTLY ASKED QUESTIONS

- **WHAT INSURANCE IS IN PLACE FOR THE EVENT?**

The organiser has adequate public and employee liability cover. While the organisers take every precaution to protect visitors' 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.

- **WHAT HAPPENS TO ANY LOST PROPERTY?**

Any lost property will be handed to security. They can be found on Square 3 or contacted on 01206 8723148 (non emergencies)

- **CAN I SMOKE/VAPE ON SITE?**

Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**

Security is present at the event throughout. If you are a victim of theft, please report it to the event manager immediately.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event and this will be uploaded to the group bookers enet account.

# CONTACT DETAILS

## VENUE

Recruitment Events team  
[studrecevents@essex.ac.uk](mailto:studrecevents@essex.ac.uk)  
01206 876018

## CONTACT DETAILS

Prior to the exhibition  
**01242 544 808** or email  
[events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## ON SITE GENERAL ENQUIRIES

Event ambassadors, wearing UCAS t-shirts, will also be available to offer help and advice if you have any queries

Thank you for registering to attend the **Event** UCAS  
Discovery exhibition.

