

# VISITOR INFORMATION GUIDE

**DATE:** Thursday 12 June 2025

**VENUE:** University of Essex, Sport Arena

UCAS



# GETTING HERE



## GETTING HERE

University of Essex, Sport Arena – please use the satnav postcode CO4 3FA and what3words ///marinated.directive.streamers to ensure you are accessing campus from the Boundary Road entrance

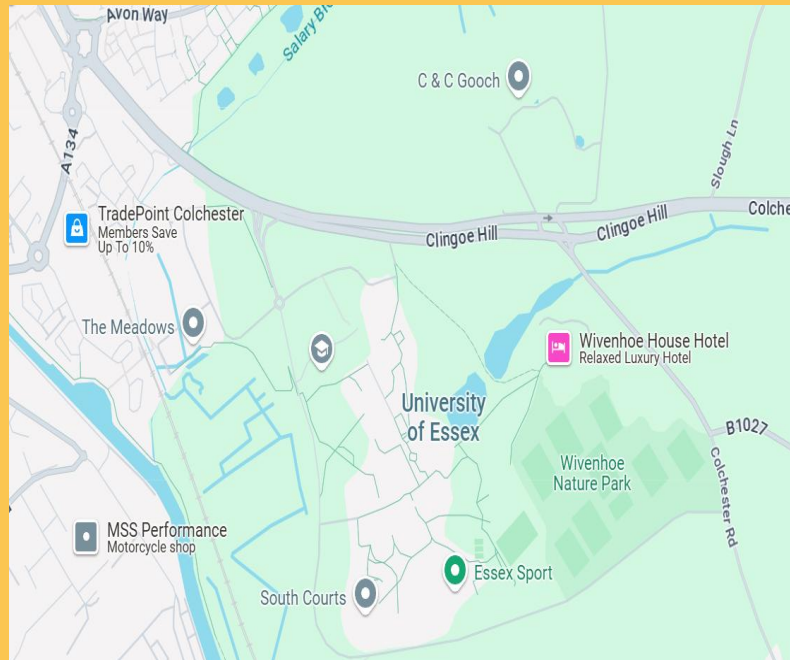
Please only head to the Sport Arena for your timed entrance slot, you can take part in campus and accommodation tours or explore campus if you are early.

<https://www.essex.ac.uk/visit-us/plan-your-visit/travel-to-colchester>




## TRAVELLING BY CAR OR COACH?


Coach parking will be available in Valley car park, please use instructions above to access campus at the correct entrance. When you arrive, traffic officers will direct you to available parking. No coach passes are required. We kindly ask that bags and belongings are left on the coach, where possible, for security purposes.




# WHILST YOU'RE HERE

## WHEN YOU ARRIVE

 On arrival, please head to the **Sport 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 Sport 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.



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## WIFI

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

## ACCESSIBILITY

Information on our accessible campus route can be found [here](#). Accessible toilets are located on the ground floor of the Sport Arena

## CATERING

University of Essex 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, workshops, and performances will run throughout the event in our Lecture Theatre Building (LTB). Announcements will be made and Student Ambassadors will walk groups over to the LTB. A full programme of events can be found on the [event webpage](#).



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## CAMPUS & ACCOMMODATION TOURS

Depart from the Sport Arena plaza from 9.30am – 3pm. If you would like to book a specific timed tour, please email [opendays@essex.ac.uk](mailto:opendays@essex.ac.uk)

## FAITH CENTRE

Our Faith Centre will be open for worship, prayer and quiet reflection. The Faith Centre is located on Square 3 of the campus.

## QUIET ZONE

On the first floor of the Sport Arena, you will find our quiet zone. Feel free to head here if you need to take some time out of the main exhibition or speak to our support teams.

## STUDENT SUPPORT

Our Student Wellbeing and Inclusivity Team will be in our Quiet Zone all day to help support you and answer questions about Student Support at university.

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# JUST IN CASE

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## ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by Essex branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call **01206 874773**

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it **to the first aid room staffed by Essex Community First Aid Events Volunteers and a member of UCAS or Essex staff**

## 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

First aid room is located on the ground floor of the Sport Arena.



# FREQUENTLY ASKED QUESTIONS

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- **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, located on Square 3. They can be 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.



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# CONTACT DETAILS

## VENUE

Student Recruitment Events  
[opendays@essex.ac.uk](mailto:opendays@essex.ac.uk)  
01206 874773

## 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.

