

# VISITOR INFORMATION GUIDE

**Date:** Monday 27 & Tuesday 28 April 2026

**Venue:** International Convention Centre (ICC) Wales

**UCAS** **DISCOVERY** **UK TOUR**



# GETTING HERE

## Travelling by car or coach?

Venue address: ICC Wales Coldra Woods, Newport, South Wales, NP18 1DE. The venue is just off junction 24 of the M4 and is clearly sign posted. If using a satellite navigation system, please follow the postcode NP18 1DE or the [What3Words location here](#). For further directions please see the [venue website here](#).

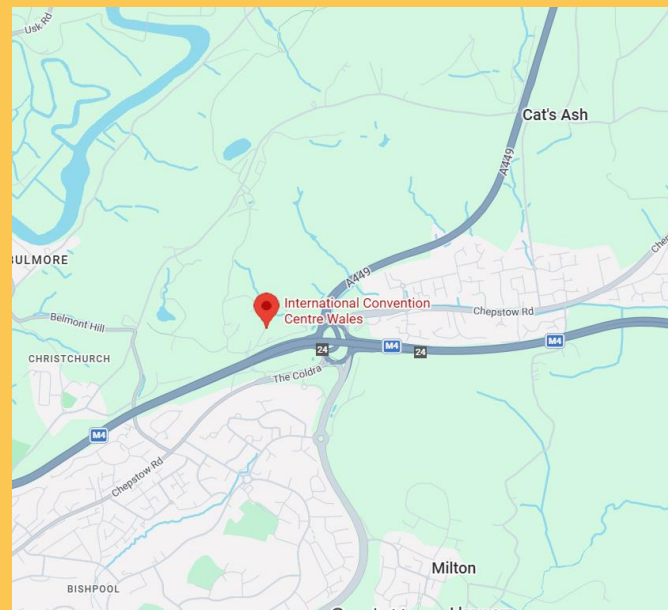
## Where can I park my car?

There is an onsite carpark with plenty of spaces available (height limit 2.1m). Please follow the directions of the traffic marshals when you arrive. Please note that parking charges apply and the ICC Wales is a cashless venue.

0 – 1 hour	Complimentary
1 – 5 hour	£7.00
5 – 8 hours	£12.00
8 – 12 hours	£16.00
12 – 24 hours	£20.00

Parking charges apply to blue badge holders.

You can pre-book parking spaces before the event or pay on the day. Visit the [venue website here](#) for more information.



# GETTING HERE

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## Where can I park a coach or minibus?

**Please note, there is no coach parking onsite.** If you are travelling by a self-drive minibus, there are a limited number of parking spaces available on a first come first served basis, follow the instructions from the traffic marshals onsite.

For coach drop off and collection, coaches will enter via the main entrance and be directed to the coach drop-off and pick-up area. Once students have departed, coaches will leave and return via the same process to collect the group. Coach passes will be sent out the week prior to the event. Please ensure this is displayed in the front windscreen whilst the coach is onsite, to assist the traffic team.

Due to the number of visitors expected, coaches should not arrive earlier than 15-minutes before the time stated on your event ticket. When you're ready to leave the exhibition, please assemble all members of the group before making your way back to the coach pick-up point. Due to the large number of coaches, it is essential the traffic marshals' instructions are followed at all times.



## Travelling by Train?

Newport train station is approximately 12 minutes by car. Please consider pre-booking taxi's as necessary as there is not a taxi rank within walking distance of the venue. Further information on train services can be found at [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

# WHILST YOU'RE HERE

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## When you arrive



On arrival, please head to the **main entrance of ICC Wales**. Please have your ticket ready to scan on arrival (digital ticket or bring a printed copy). If you need any support at registration, please report to the event registration desk in the foyer.



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. Please do not bring any sharp items (including compasses and scissors) into the venue. They will be confiscated by security, and you may not be able to retrieve them.



# WHILST YOU'RE HERE

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## WIFI

An open WiFi network is available at this event, however, a reliable connection cannot be guaranteed. Please select **Guest Wifi** and complete the basic form to gain access.

## ACCESSIBILITY

Full details on accessibility can be found [here](#) on the venue website.

**Accessible toilets are available on all levels of the venue.**

## CATERING

Refreshments available for visitors to purchase inside the main hall. The exhibitor and teacher lounge is on the 1<sup>st</sup> floor and signposted. Please be aware the ICC Wales is a cashless venue.

There will also be a seated area for those who would rather bring a packed lunch with them

## 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 Talks

Student talks will run throughout the event in the main hall and will be signposted.

A full programme of events can be found on the [event webpage](#).



# JUST IN CASE

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## ORGANISERS

Event organisers will be at the venue and can be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call 01242 544 808.

If you have any safeguarding concerns during your time at the event, please contact our designated safeguarding point of contact Hannah Tocknell 07833 23 7033.

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the organiser's office located opposite registration in the foyer area.

## 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 venue has a medical room, staffed by qualified first aiders. If you need medical assistance, the first aid room is located opposite registration in the foyer.



# FREQUENTLY ASKED QUESTIONS

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- **Is there anywhere I can store my coat and bags?**

There are no cloakroom facilities at this event. Please avoid bringing large bags and rucksacks into the event.

- **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?**

Lost property will be held in the Organiser's Office during the event. After the event it will be passed to the venue and kept for 14 days. After 14 days, if no claim in respect of that property has been made by any person, venue staff shall consider the property to be abandoned and has the right to dispose of it.

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

ICC Wales has a strict policy of no smoking/vaping inside the venue, this includes e-cigarettes.

- **WHAT SECURITY IS THERE?**

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

International Convention  
Centre Wales  
The Coldra, Catsash  
Road, Newport  
NP18 1DE  
01633 410 200

## CONTACT DETAILS

Prior to the exhibition  
01242 544 808 or email  
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 UCAS Discovery  
Newport 2026.

