

# VISITOR INFORMATION GUIDE

**DATE:** Wednesday 15<sup>th</sup> April

**VENUE:** Bournemouth University

UCAS



# GETTING HERE



## GETTING HERE

The venue address is:  
Bournemouth University  
Fern Barrow  
Poole  
BH12 5BB

## TRAVELLING BY CAR OR COACH?

Coaches and buses need to drive to Gillet Road via Fern Barrow where they will be met by a member of BU staff who will tell them when they can drive to the drop-off/ pick-up point. The same process applies for both drop-off and collection.

Cars will park in car park H found on Gillet Road.



# WHILST YOU'RE HERE

## WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located at Poole House Reception**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the foyer, clearly sign posted.

 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

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## WIFI

Please use The\_Cloud and register your details

## ACCESSIBILITY

Please see venue accessibility information [here](#)

## CATERING

There will be refreshments available for visitors to purchase in the courtyard area outside the Student Centre. Other outlets on campus will also be open. All purchases made at Bournemouth University must be made using card only.

## 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 within our Main stage and Mini Stage. 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

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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 UCAS branded t-shirts. If you need to speak to the organiser please contact Bournemouth UCAS Exhibition [buevents@bournemouth.ac.uk](mailto:buevents@bournemouth.ac.uk)

## ACCIDENTS & NEAR MISSES

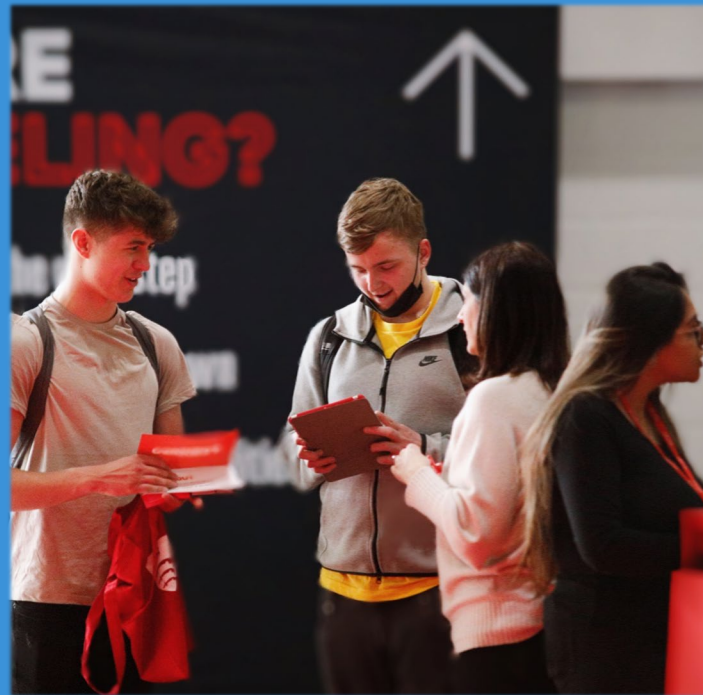
If you are involved in, or witness an accident or near miss while on-site, please report it **to reception in Poole House**

## 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

In case of any medical incidents staff will need to be notified and will call extension 222 from an internal phone or 01202 962222 from a mobile. The first aid point is at Poole House reception. Should you need any first aid assistance, please make yourself known to an event steward.





# 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?**

If any property is lost or found in the venue, please report it to Poole House reception.

- **CAN I BRING A BAG TO THE EVENT?**

We ask all visitors to only bring a bag if necessary. If a bag is needed we ask that this is no bigger than an A4 sheet of paper.

- **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

Bournemouth University  
[buevents@bournemouth.ac.uk](mailto:buevents@bournemouth.ac.uk)

## 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.

