

VISITOR INFORMATION GUIDE

DATE: Wednesday 10 June

VENUE: University of Essex

UCAS



GETTING HERE

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

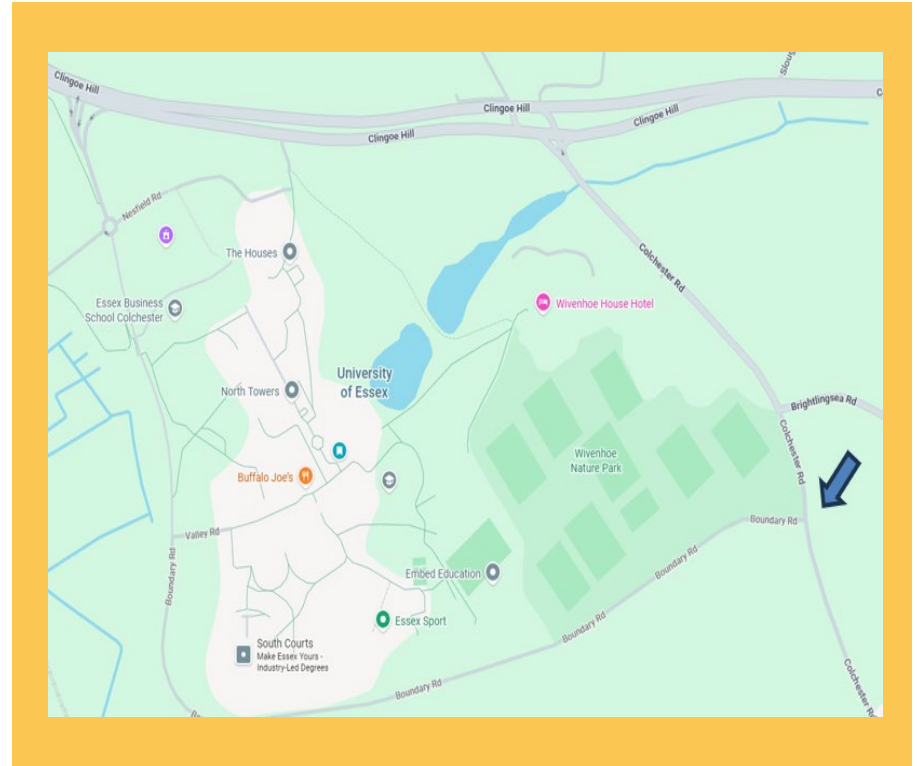
Please only head to the Sport Arena for your timed entrance slot. You are welcome to join talks, campus and accommodation tours before or after your timed slot, however please kindly email opendays@essex.ac.uk to inform us if your arrival differs from your timed entrance slot or you would like to book a tour.

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

TRAVELLING BY CAR OR COACH?

Free parking will be available, please use instructions above to access campus at the correct entrance. When you arrive, travel staff will direct you to available parking.

No coach passes are required. We ask that bags and belongings are left on the coach for security purposes.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the **queueing lanes outside the Sport Arena**. 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, we will be conducting random bag and wand searches at check-in. We thank you for your patience while this takes place. Please encourage students and staff to leave bags and personal items on the coaches where possible.



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WIFI

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

ACCESSIBILITY

Information on our accessible campus routes 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

These can be prebooked by emailing opendays@essex.ac.uk ahead of the exhibition

FAITH CENTRE

Our Faith Centre will be open for worship, prayer and quiet reflection. The Faith Centre is located on Square 2 of the campus.

QUIET SPACES

If you need to take some time away from the exhibition please let staff or Student Ambassadors know who can direct you to some quieter spaces on campus.

STUDENT SUPPORT

Our Student Wellbeing and Inclusivity Team and Fees & Funding will be available during the event in the main exhibition to provide information on university support.

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JUST IN CASE

UCAS

ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue and can be identified by Essex t-shirts. If you need to speak to the organiser by email prior to the event at opendays@essex.ac.uk

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

- **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

- **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

Student Recruitment Events
opendays@essex.ac.uk

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 the **Event** UCAS
Discovery exhibition.

