

VISITOR INFORMATION GUIDE

DATE: TUESDAY 9 JUNE 2026

VENUE: UNIVERSITY OF SUFFOLK (IPSWICH)

UCAS



GETTING HERE

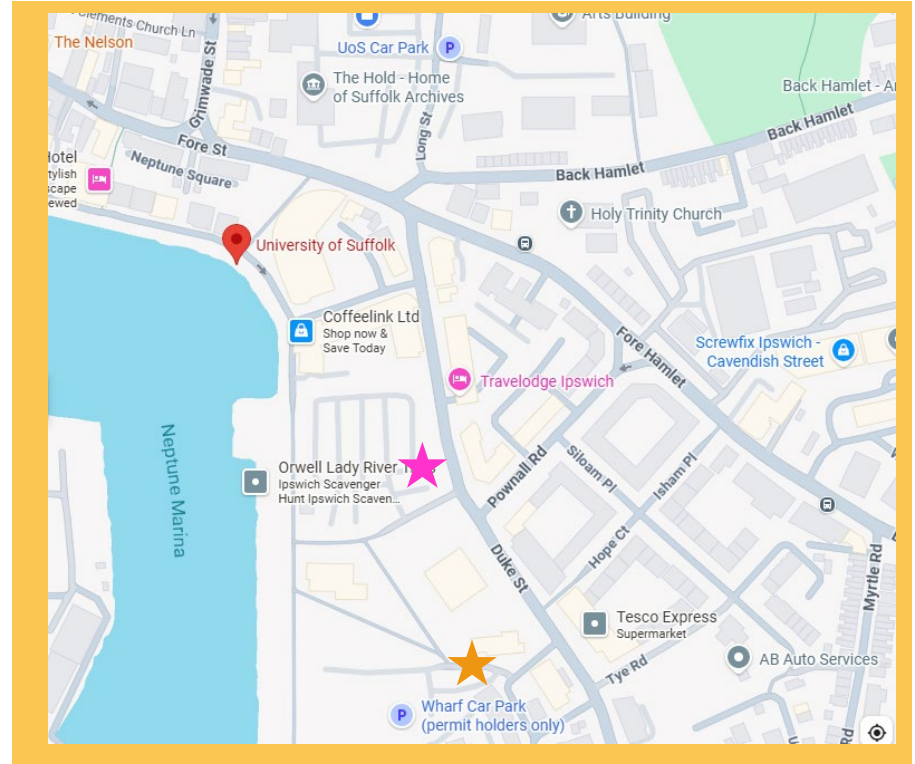
GETTING HERE

University of Suffolk, Waterfront Building, IP4 1QJ

TRAVELLING BY CAR OR COACH?


If you are arriving by car please park in the Duke Orwell Quay Car Park, on Duke Street, IP3 0BF (pink star on map). This is a public car park and is pay per hour £1.70 per hour, or £6.35 all day.


If you are arriving by mini-bus or coach, please head to the Wharf Carpark (IP3 0DT- orange star on map), where you will be able to park your coach for the duration of the visit.




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the main entrance located in the Waterfront Building. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk which is also found in the Waterfront Building.

 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

You can connect directly to Wifi by searching for SuffolkUni. If you have problems, please go to the event Registration Desk, Waterfront Building

ACCESSIBILITY

All our buildings are accessible, with lifts and ramps. Toilets are located on each floor of the Waterfront Building.

The Big Q&A Talks

Student talks will run throughout the event, and will be signposted on the second floor. A full programme of events can be found on the [event webpage](#).

CATERING

As well as a Tesco express along Duke Street, there are many other catering outlets and cafes along the waterfront all within a few minutes walk.

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.



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 **01473 338628**

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the **Waterfront Building reception.**

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

If you require first aid, St Johns Ambulance will be available on the ground floor of the Waterfront Building.



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?**

If any property is lost or found in the venue, please report to the registration desk at the Waterfront Building.

- **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

Name Rosanna Douglas-Head
Email: r.douglas-head@uos.ac.uk
Telephone: 01473 338628

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 **Ipswich** UCAS
Discovery exhibition.



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