

VISITOR INFORMATION GUIDE

DATE: 6th-7th June

VENUE: University of East London, SportsDock

UCAS



GETTING HERE

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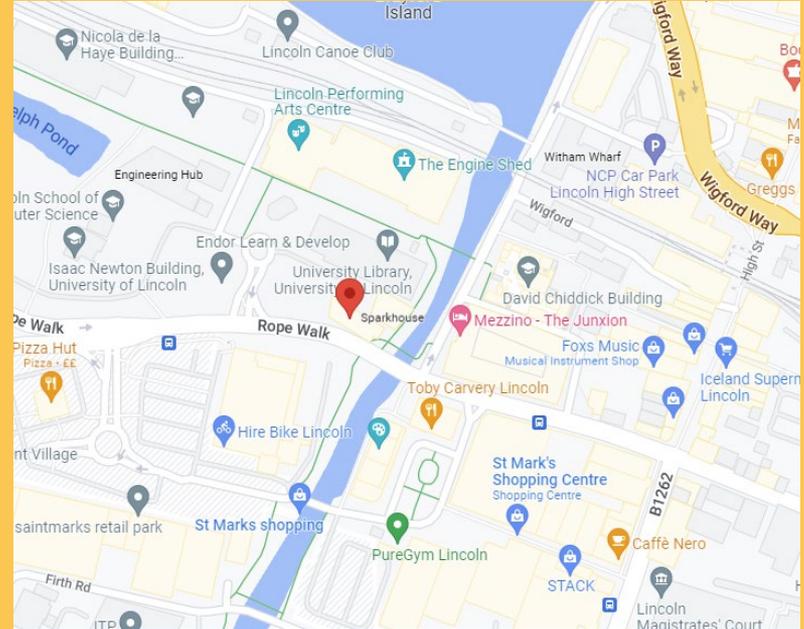
UEL's Docklands campus is accessible via the A12, A13 roads, and the A406 London circular.

The postcode for the SportsDock is E16 2RD.

TRAVELLING BY CAR OR COACH?

If you are arriving by coach you need to specify this on your booking form, we can't allow coaches on campus without prior booking. Space is available for coaches to drop off and pick up on campus.

Please note that there is no onsite parking available for coaches.



WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the SportsDock main entrance. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the main entrance.

 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

Free Wi-Fi is available across the campus via The Cloud.

ACCESSIBILITY

All areas of the SportsDock are fully accessible via lifts and ramps. For support during the event please speak to our event staff.

The Big Q&A and Subjects Talks

Student talks will run throughout the event. These can all be found on the first floor and will be signposted. A full programme of talks will be available on the day.

CATERING

Food will be available to purchase at one of our catering points inside and around the SportsDock.

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 **020 8223 2973**.

ACCIDENTS & NEAR MISSES

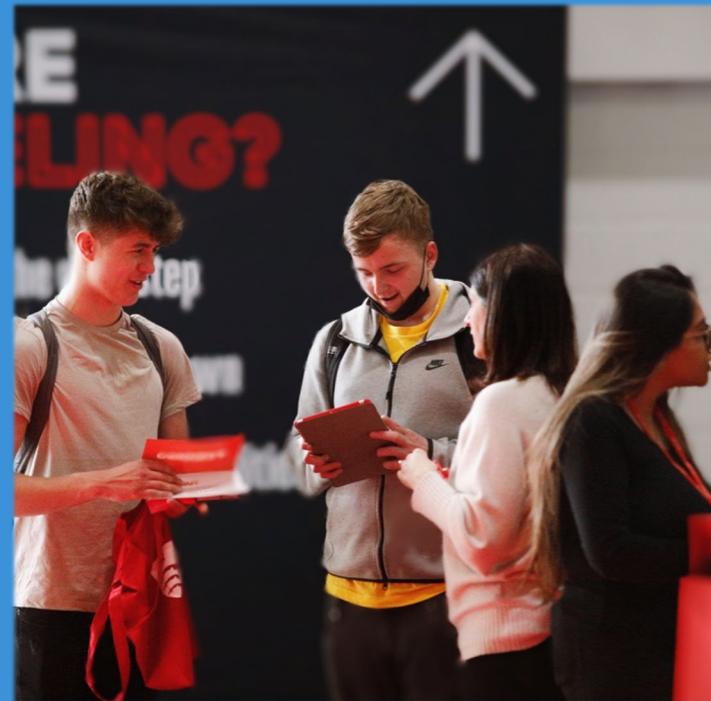
If you are involved in, or witness an accident or near miss while on-site, please report it **to main reception**.

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 a first aider is required, please alert an event ambassador, a security officer, or the SportsDock reception.



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 items of lost property should be handed in to a member of staff at reception. Lost and found items will be available for reclaim from the Security desk in the East 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

University of East London
SportsDock
University Way
London E16 2RD

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.

