

VISITOR INFORMATION GUIDE

DATE: Thursday 29 June 2023

VENUE: Engine Shed

UCAS



GETTING HERE

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The University is located in Lincoln city centre, accessed via the A1 with intersections at (the South) A46 Newark and (the North) A57 Retford. AA road signs are displayed around the city once you are in close proximity, to direct you to the exhibition venue.

You can view a variety of maps online at www.lincoln.ac.uk/maps.

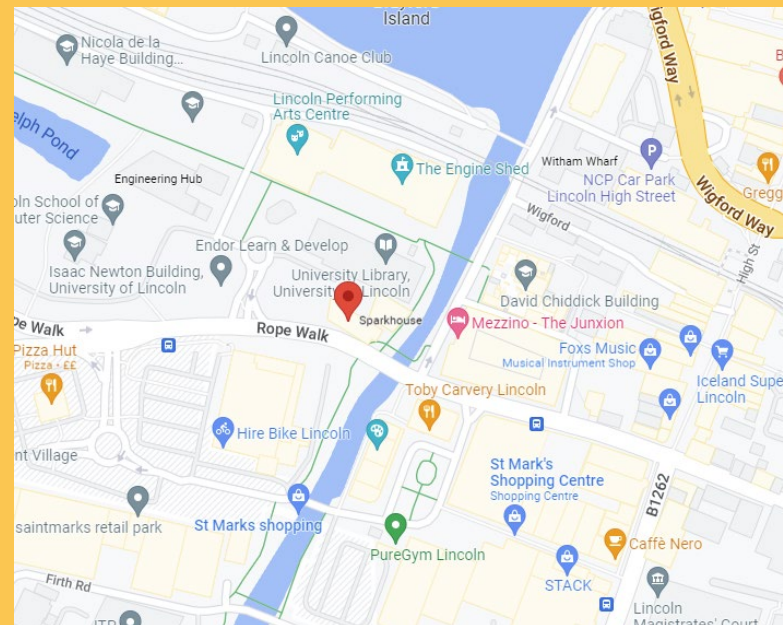
TRAVELLING BY CAR OR COACH?

Before the event, you will be sent coach access passes, and a site map of where to drop-off and collect.

If you have not received this, please contact the University of Lincoln Student Recruitment Events and Conversion Team on events@lincoln.ac.uk.

If your coach is significantly early, you may be invited to attend additional activities or tours until your allocated arrival time.

Please note, there is no coach parking on site – please ensure your coach company is aware of this.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the **main entrance located outside of the Engine Shed**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **directly outside of the venue**.



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.



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WIFI

Eduroam WiFi will be available within the venue. Exhibitors already registered with eduroam at other participating institutions will be able to log in using these details.

There is visitor internet access at the exhibition. Please follow the instructions on www.ict.lincoln.ac.uk/how-to-wifi-access/.

ACCESSIBILITY

The campus and venues are accessible for all visitors

Accessible toilet facilities can be accessed in the entrance of both venues.

CATERING

There are several catering outlets on the university campus including the Tower Bar, as well as usual high street outlets within a 10-minute walk of the venue, where lunch can be purchased. Mobile caterers will be available outside of the exhibition hall where catering may be purchased.

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 by phone prior to the event, please call **07503 646401**.

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it **to the general information desk outside of the Engine Shed immediately**.

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

Trained first aid staff will be on site during the event, at the entrance of the Engine Shed.

Should emergency care be required, please call 999 immediately, and then inform the Event Manager on 07503 646401.



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 it to the registration desk outside of the Engine Shed.

Lost property will be held by the University of Lincoln Student Recruitment Events and Conversion Office for one month following the exhibition. The Student Recruitment Events and Conversion Team can be contacted on 07503 646401, or at events@lincoln.ac.uk.

- **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

Sam Biggs
sbiggs@lincoln.ac.uk
07503 646401

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.

