***Extra Notes for Open Day on 6th Nov 2018 (3-8pm) @ Uxbridge Campus:***

**General -**

* This is a schedule for staff members as well as for Students who are interested in attending this event.
* Events begins from 3pm and ends at 8pm (@uxbridge Campus)
* The schedule is divided into 3 sessions, this is due to late comers who have not been able to attend previous events.
* Events will begin with a welcome speech as usual, if you are not interested in attending these, it is not necessary to do so and can directly attend courses brief.
* These events will be repeated for the whole week except weekends (Saturdays - Sundays)
* Receptions will be open during the weekends from 9 - 5 pm
* Duration of each event is limited to 20 minutes and breaks are given after every event.
* If you have any query or suggestions in changing the schedule feel free to contact us @ Email : UXBRIDGE.AC.UK/OPENDAYS or calls us at our help desk @ Tel: 01895 853333

**Break Details -**

* Timings for break will be for 20 mins for everyone
* Food will be served at the cafeteria
* Buffet will be held in the cafeteria
* Tea break will also be held in the cafeteria

**Staff Details -**

* Staff rooms will be displayed on the notice board
* All appointment can be booked online or at the reception
* All rooms locations will be on the campus map

**Equipments -**

* Backup Equipments will stored at the storage rooms.
* Spare equipment will also be available.
* Equipment should be returned back after use.
* Staff ID card is required if any equipment needs to be borrowed

**Health & Safety -**

* Health & safety techniques will be demonstrated during the Safety talk.
* Handbooks will be distributed on healthy lifestyle.
* Fire drill practice will also be displayed
* Evacuation points will be shown along while the fire drill is displayed

**Accessibility -**

* Priority should be given to the disabled.
* Ramps are located around the facility for conveniency.
* Arrangements can be made if any helps is required for disabilities.
* Special permissions are given for the disabled to take elevators.

***Extra Notes for Open Day on 6th Nov 2018 (3-7pm) @ Hayes Campus:***

**General -**

* This is a schedule for staff members as well as for Students who are interested in attending this event.
* Events begins from 3pm and ends at 7pm (@ Hayes Campus).
* The schedule is divided into 3 sessions, this is due to late comers who have not been able to attend previous events.
* Events will begin with a welcome speech as usual, if you are not interested in attending these, it is not necessary to do so and can directly attend courses brief.
* These events will be repeated for the whole week except weekends (Saturdays - Sundays)
* Receptions will be open during the weekends from 9 - 5 pm
* Duration of welcome speech is for about 10 minutes.
* Duration of each event is limited to 20 minutes and breaks are given after every event.
* If you have any query or suggestions in changing the schedule feel free to contact us **@ Email : UXBRIDGE.AC.UK/OPENDAYS** or calls us at our help desk **@ Tel: 01895 853333**

**Break Details -**

* Timings for break will be for 20 mins for everyone
* Food will be served at the cafeteria
* Buffet will be held in the cafeteria
* Tea break will also be held in the cafeteria

**Staff Details -**

* Staff rooms will be displayed on the notice board
* All appointment can be booked online or at the reception
* All rooms locations will be on the campus map

**Equipments -**

* Backup Equipments will stored at the storage rooms.
* Spare equipment will also be available.
* Equipment should be returned back after use.
* Staff ID card is required if any equipment needs to be borrowed

**Health & Safety -**

* Health & safety techniques will be demonstrated during the Safety talk.
* Handbooks will be distributed on healthy lifestyle.
* Fire drill practice will also be displayed
* Evacuation points will be shown along while the fire drill is displayed

**Accessibility -**

* Priority should be given to the disabled.
* Ramps are located around the facility for conveniency.
* Arrangements can be made if any helps is required for disabilities.
* Special permissions are given for the disabled to take elevators.