

School of Engineering Open Day June 2018

Overview

Thank you for volunteering to help at the School of Engineering Open Day/s. Visitors to the School repeatedly feedback that meeting with our staff and students and the welcoming atmosphere of the Departments has a hugely positive impact on their decision of where to study, so it's fantastic to have you on board.

The below provides an overview of the event with some key points for your information. Please read through the details below and if you have any questions get in touch with the Admissions Team. We look forward to working with you at the Open Day.

Open Day Dates 2018: All 9am - 4pm

Friday 22nd June

Saturday 23rd June

Saturday 15th September

Saturday 20th October

Location of Activity

All departments will have a stand in the Great Hall with displays set up in Y3 in the following locations:

- Civil: CTL (G47)
- Elec: Engineering Lounge (G37)
- Mech: G28

Mechatronic and Robotic Engineering will be represented in both the Engineering Lounge (first point of contact) and G28.

Railway Engineering will be represented in both the Engineering Lounge and the CTL.

Other departments/subjects will use Y3 during the day, including main lecture theatres for talks and Aerospace displays located in G42. Please see the full list in the Open Day schedule (to be provided on the day)

Catering

Refreshments will be available all day to staff and student ambassadors in room G26. A packed lunch will be provided in G26 and will be available around 12noon.

Please note that all visiting students can purchase refreshments from the café.

Key Contacts

I'm sure you're familiar with the staff you might need to get in touch with on the day/in the run up to the event, but as a reminder please see the below details.

Role	Name	Location at Open day
Pre-event Logistics/SOE Admissions	Becca Rice	CTL, Y3
Pre-event Logistics/SOE Admissions	Sharon Green	Room G28, Y3
SOE Admissions	Steve Quigley	Eng Lounge, Y3
EESE Admissions & Display lead	Tim Jackson	Eng Lounge, Y3
Civil Admissions & Display lead	Asaad Faramarzi	CTL, Y3
Mech Display lead	Richard Hood	Room G28, Y3
On the Day - Employability	Jenny Steere	Various, Y3

What we need from you

- Arrive ready for **a 9am start** at your given location (to include any set up). This is particularly important if you're based in the Great Hall as doors will open at 9am and many visitors will arrive here first.
- Provide confirmation of any **dietary requirements** you have to the admissions team in preparation for lunches on the day.
- Remember to bring your **lanyard/name badge** with you. If you don't have one let either Becca Rice or Sharon Green know.
- If your schedule changes and you can no longer make it **please do let us know as soon as possible** as alternative arrangements will need to be made
- If you have not already done so please provide a **list of kit to Becca Rice that will need transporting from GKAP to Y3 on Thursday 21st June** - further details on porter arrangements will follow