



openawards

Access to Higher Education Admissions Fair

Monday 9th October 2017 | Manchester | 10:00-15:00



EXHIBITOR INFORMATION

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Open Awards are pleased to invite Universities and Higher Education Providers to exhibit at our 2017/2018 Admissions Fair on Monday 9th October 2017 10am – 3pm

This event is completely free of charge for HEI exhibitors.

Open Awards have been working with FE providers to offer Access to HE Diplomas for more than 25 years and are proud to promote the benefits and values of the qualification as an alternative option for learners wishing to progress to HE.

Learners, who are currently studying on Access to HE Diploma courses from major North-West FE providers, will have the opportunity to speak directly with you and gain some insight into the courses that you provide.

Those learners attending will be given a workbook which will help them to ask the right and relevant questions to guide them through the decision making process. This will provide an excellent opportunity to discuss the benefits of your courses.

Access to HE learners are generally known to be highly focused and well prepared for HE courses evidenced by the number of acceptances of Access to HE learners to HE courses increasing year on year. In 2014-15 13,965 undergraduate qualifications were awarded to Access to HE learners in England and Wales. 62% of those were awarded a first or upper second class degree.

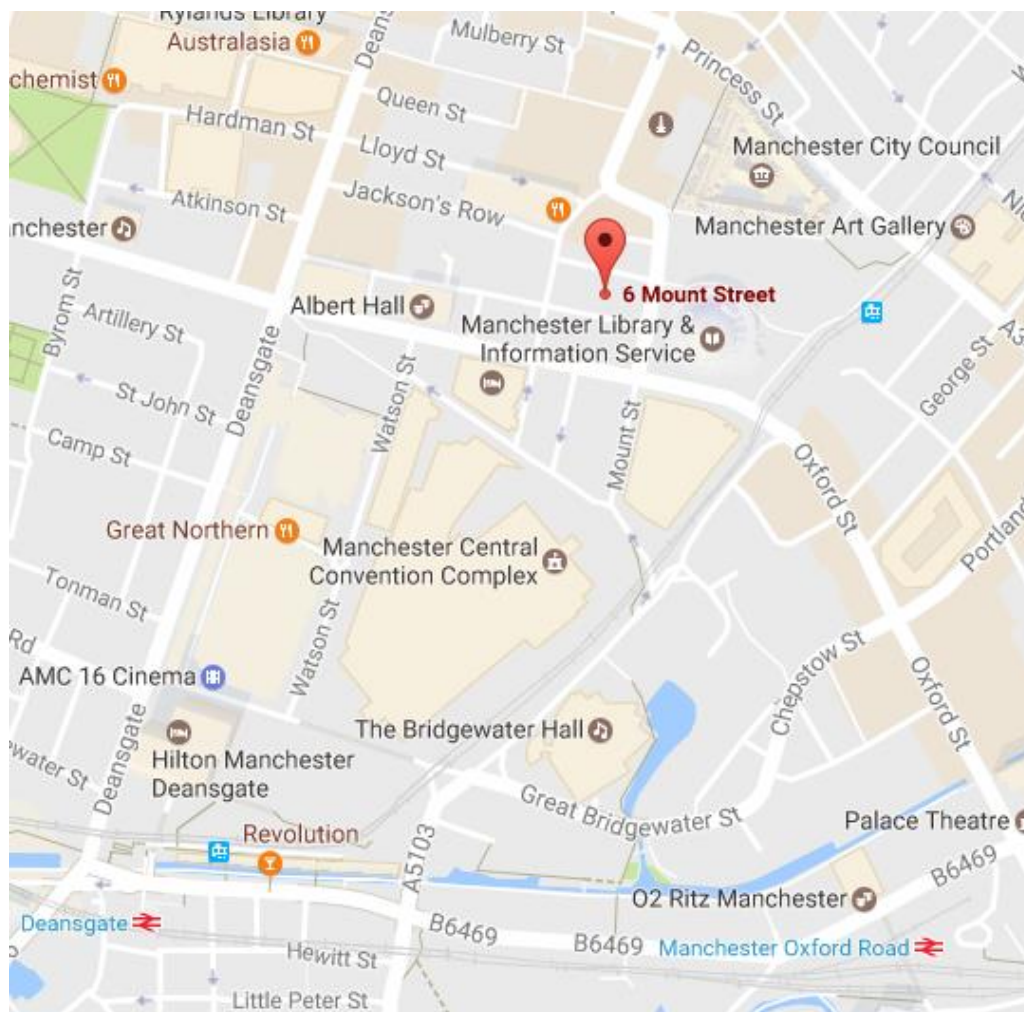
We hope this event will provide the platform to bring together HEIs and prospective learners hoping to progress to Higher Education.

Event Information:

Date: Monday 9th October 2017

Time: 10:00 -15:00

Venue: Friends' Meeting House
6 Mount Street
Manchester
M2 5NS
<http://www.meetinghousemanchester.co.uk/>



Directions to the Venue

Friends' Meeting House is centrally located only a couple of minutes' walk away from Manchester Town Hall and Manchester Central, and directly opposite the newly refurbished Central Library.

Getting there by Tram

The nearest stop is St. Peters Square, which is currently being reconfigured visit <http://www.transformationinformation.co.uk/st-peters-square> for more information.

Alternative stops can be found at www.metrolink.co.uk.

Getting there by Train

The venue is within walking distance of all the city centre rail stations, approximate times on foot:

Manchester Piccadilly – 20 min

Manchester Victoria – 15 min

Manchester Oxford Rd – 10 min

Salford Central – 15min

Deansgate – 10 min

Getting there by Bus

Several bus routes stop near the Meeting House, including the Metroshuttle, free buses linking the main rail stations, car parks, shopping areas and businesses in Manchester city centre. Find out more at www.tfgm.com.

Getting there by Car

The nearest parking is:

Great Northern (4 mins walk – M3 4EE) and Manchester Central (3 mins walk – M2 3GX)

Loading and Arrival

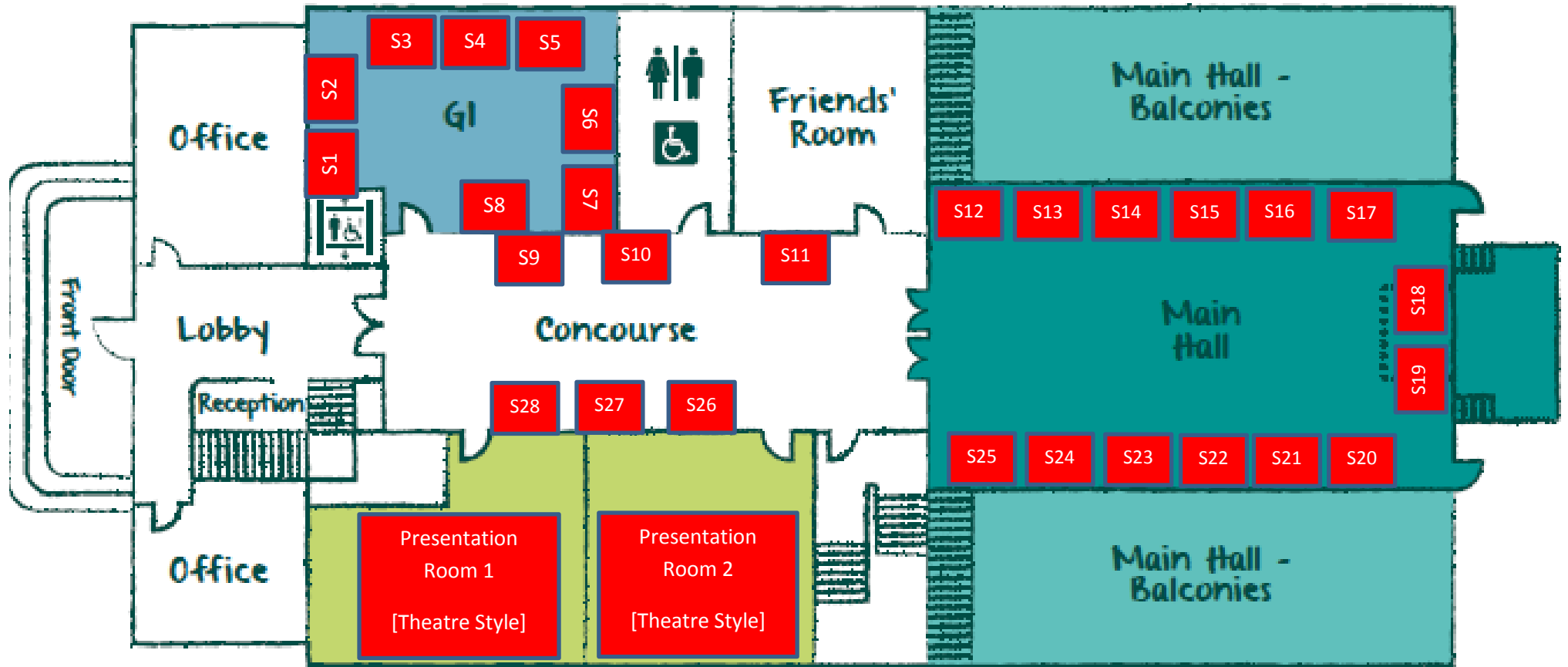
There are loading bays at the rear of the venue leading to a side entrance (see floor plan on page 5)

The venue will be open from 9:00 and will close no later than 17:30

Please do not send anything in advance as it will **not** be accepted by the venue.

On arrival please head towards the Open Awards stand [S1] in the entrance of the Concourse area for registration and to collect your name badge(s).

Main Entrance



Side Entrance
[Loading]



Facilities	<p>Each stand allocation can be booked here http://bit.ly/2pKw4fG</p> <p>Each exhibitor will be provided with one table (120cm x 80cm) and two chairs.</p> <p>The space for each exhibitor has been allocated to allow for space for individual pull-up banners</p>
Catering	<p>There are no on-site catering but the venue is in central Manchester as so there are several cafes within walking distance. A light lunch can be ordered in advance on your behalf. Further details and costs can be arranged closer to the date of the event. If you would like to arrange this, please contact ahed@openawards.org.uk before Monday 4th September 2017</p>
Audio Visual Equipment	<p>A projector, screen and PC will be provided for presentations. If you are delivering a presentation please ensure that your power point presentation (or alternative) is available on a USB drive or emailed to ahed@openawards.org.uk by Monday 2nd October 2017.</p>
WIFI	<p>WIFI will be available at the event</p> <p>There will be sockets available for exhibitors but we advise that exhibitors bring their own extension leads and cables.</p>

Security:

Exhibitors are responsible for their own belongings at all times. Open Awards nor the venue can accept responsibility for the loss or damage to belongings.

Presentations:

We have made provision for Higher Education Providers to deliver presentations in smaller private roomer to the learners attending on subjects relevant to HE and applying to HE. These may be;

- **Things to think about when applying**
- **How to write a good personal statement**
- **Information on Financial Support**

This is an excellent opportunity for you to introduce your university to learners and contribute to the valuable guidance that learners will need as part of the application process.

We suggest presentations to be around 20-30 minutes.

If you would like to deliver a presentation please email ahed@openawards.org.uk with the following information:

- University Name
- Suggested Title of Presentation
- Equipment Needed
- Any other Requirements

We will then liaise directly with you to make arrangements.

Marketing and Advertising

Open Awards will be advertising this event to North-West Further Education Providers who offer Access to Higher Education Diplomas through Open Awards. We expect around 300 prospective students to attend throughout the course of the day.

Further Education Providers will be sent a promotional pack containing various marketing materials with details about the event. These packs will include information regarding the HEIs in attendance. For this reason, we request the following information from exhibitors:

- 1) High Resolution of Logo
- 2) Information about HEI for prospective students

This will be used in promotional activities via Open Awards communication channels (e-shot, emails, mail out and social media) approaching the event.

Key Dates and Exhibitioner Check List
Marketing Information

[University logo and promotional information]

Monday 29th May 2017
Register interest in providing a presentation
Monday 18th September 2017
Catering [if required]
Monday 4th September 2017
**Deadline to Book Exhibitor Space/
Register Attendance**

 [<http://bit.ly/2pKw4fG>]

 Please confirm your attendance and stand location via our Eventbrite booking system **by Monday 18th September 2017**. Booking will **not** be available after this time.

Presentations to be sent to Open Awards [ahed@openawards.org.uk]

Monday 2nd October 2017
Event Date and Time
Monday 9th October 2017 10:00 -15:30
