



## Group guidelines

### Preparation

By booking to attend the Liverpool City Region Skills Show you have agreed to prepare your students as part of the terms and conditions. Being prepared improves student engagement and allows them to make the most of their experience.

### Arrival and registration

Please can the group leader make their way through security first and report to the registration desk to sign in.

To save time on the day, please complete your **group registration form** attached to this email, print it, and hand it in at the check-in desk on arrival.

When arriving by coach, please direct the driver to the taxi rank outside the main entrance where you will be able to drop off. Traffic marshals will be on hand to help and there will be directional signage. *Coach parking is available on a first come first served basis and there will be a charge.*

Liverpool City Region Skills Show 2022 is being held in halls B and C. To avoid long queues, for those arriving by coach we ask that you leave any large bags or backpacks at school or on the coach, as any bags brought into the event are likely to be searched by our security team, as a condition of entry.

### Finalise your trip

If required, send out your permission letters and complete a risk assessment for your visit. If you require an event risk assessment, please email [charlotte.vowles@optimus-education.com](mailto:charlotte.vowles@optimus-education.com)

### Group numbers and special requirements

Please get in touch if details of your booking change and you have an increase or decrease in numbers of more than 10%. The event is fully accessible, please contact us if you have any special requirements and we will do our best to accommodate these. Security will be posted at all entry points. Disruptive behaviour from any visitor will result in the whole group being asked to leave.

### Images, video & photographs

Filming and photography will be taking place at the event. By attending you are giving your consent for your group to be filmed and for the images to be used in future marketing. If any of your group are subject to child protection orders please let us know before you attend the event and when you arrive at reception so we can issue those individuals with a lanyard on arrival so exhibitors know not to take photographs of those individuals.



## At the event

Your students need to be supervised at all times but do not need to be escorted to each stand. We encourage you to walk around the event, speak to the exhibitors and catch up with your students as they also work their way around the stands.

Students that are in uniform will not be permitted out of the venue unless accompanied by a group leader. Our security team will stop any students that are leaving unaccompanied.

### Covid requirements

If Covid requirements are still in play all over 18's will be required to show proof of vaccination or e mail proof from system of negative LF Test. There is an onsite test centre available for anyone without either of the above – results are likely to be returned within 20-30 minutes of test.

We will observe government guidance at the time of the event and will inform you if this changes.

### Security

Random bag searches will be in place. To avoid long queues, for those arriving by coach we ask that you leave any large bags or backpacks at school or on the coach, as any bags brought into the event are likely to be searched by our security team, as a condition of entry.

We will try to ensure all students in school uniform remain within the exhibition hall unless accompanied by a teacher. Disruptive behaviour from any visitor will result in the whole group being asked to leave

### First aid

There are first aiders at the event. If anyone requires emergency first aid please contact a member of the Events Team who will ensure action is taken. Any incidents should be reported before you leave.

### Food & drink

Students are welcome to bring packed lunches, there are also catering points within the venue offering a selection of drinks and snacks. These are run by the venue, and whilst we endeavour to ensure a healthy selection is offered the quality and cost of this catering cannot be guaranteed.

### Lost property

Please ask your students not to bring valuables to the event. Any lost property will be handed to the Organisers' Office but we are not responsible for any loss.



## Toilets

Toilets are clearly signposted, but if you need help please speak to a member of the Events Team. Some venues operate a radar key system for disabled toilets; please speak to the Events Team if you require access

## Ready to leave

Gather your students at your agreed meeting point and escort your students back to your coach. If any of your students are missing please escort your group back to the coach before returning to the event to collect late comers.

## Bursary

The travel bursary can help with coach travel or public transport and can be claimed after the event (terms and conditions apply). Please email [eventsvisitors@optimus-education.com](mailto:eventsvisitors@optimus-education.com)

**Thank you for booking to attend and we hope you have an enjoyable and inspirational visit.**