

BCRE Tours Team

Please find enclosed information to assist you during the Open Day when answering any questions visitors may have.

Please have your phone on you throughout the day in case we need to contact you! You will also need your card to swipe access into the building

We will be operating tours of the Bob Champion building from 11am-2pm.

Your role:

Your role for the day is to give tours of the **Bob Champion building**. You will start the day in TEC with the other MED students and then head across to BCRE.

Visitors will use the minibus taxis from campus and will be dropped outside of BCRE, some visitors may walk from main campus.

Guide 1 should take the shuttle bus service (from outside TEC) at 10:30am get off the bus at Edith Cavell and pick up the swing board, walk this over to the entrance of BCRE. You should then wait to greet the first wave of visitors (expected after the MED subject talk). Please make sure that you are able to access the building with your swipe card.

Guide 2 should take the minibus from TEC at 10:45 when the MED talk finishes. Please help direct people onto the minibus and mention that there will be two stops, the first at ECB and the second at BCRE.

Once you get off the bus please stay at BCRE and coordinate the tours. The last tour will be at 14:00. At the end of the final tour please wheel the swing board over to the Edith Cavell Building. You can then head back to TEC.

The Tour

Move away from the swing board area before introducing yourself. Try not to talk too quickly and ensure that your group can hear you.

Where to visit/things to mention:

Talk about the close relationship with the NNUH

Show floor 0 – The Foyer and Lecture Theatre / mention the Clinic on the ground floor / Atrium cafe

Take the group to meet with Isabelle Piec (RA Bone Research group) for a lab tour (Only suitable for over 16s, visitors will need to wear a lab coat, max number of people per tour of lab is 15) Coats and bags cannot enter the lab and so will be stored elsewhere

Walk visitors along the corridors to show the number of rooms available for teaching, point out the CSRA room, mention that this is not available to enter today due to it being in use by current students but CSRA activities are being demonstrated in TEC on floor 1.

Please go to the back of BCRE and point out the Quadram Institute to visitors

Take any questions from visitors, if you do not know the answers please suggest that they talk to a member of staff back at TEC once they get back on the mini bus for main campus.

Please wait by the swing boards if you have no group and please look out for the arrival of minibuses to greet visitors and welcome them to BCRE.

You will be given:

- A copy of the programme for the day so you can answer questions on talk locations and timings. This also includes a campus map with zoning information.

Signing in and out:

Please sign in at Thomas Paine Study Centre Foyer and sign out in your assigned sign out location.

LSB will be the Student Guide area for the duration of the day. Once you have signed in with us, please go and find your area lead and sign in with them.

Lunches:

If you are working a six hour shift you will not have a lunch break but you are welcome to eat and drink discreetly while you wait to take out a tour. If you are working a shift that is more than six hours you will need to take a 30 minute lunch break which has been allocated to you. Please talk to your area lead about this before heading off.

Contact details:

Please ask your area lead if you have any questions during your shift. Our contact details are also below should you need to speak to the Student Guide team at any point during the day:

Hayley Smith: 07557 566052