

School Guide Team – ZICER Building (Top Floor)

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!

Signing in and out:

Please sign in at the Thomas Paine Study Centre and sign out in LSB 0.112.

LSB will be the main 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.

Lunchbreak:

You have been allocated a lunch break in your briefing email, the area lead also has this information, please double check with the area lead that they are happy for you to go at this time.

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.

Your location's information:

The only subject areas located in ZICER (top floor) are Environmental Sciences and Geography.

Other School locations can be found in your copy of the programme. Please make sure you refer to the programme at all times.

Your duties on the day include:

- You are based at your subject desk throughout the day
- Taking visitors to talks/demos where required
- Collecting visitors from the subject talks/demos and guiding them to their next location
- Offering directions to other talks/demos and activities across campus
- Offering tours of the school facilities where relevant
- Answering questions about student life at UEA and your course
- A number of other duties may be asked of you during the day

Activities you need to be aware of:

There is a section in the Open Day booklet that contains all the details of the demonstrations. Details of where to meet for each demo are in the programme on the Subject Talks page.

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:

Matt Knightley: 07766360103

Hayley Smith: 07557566052