

## Visitor FAQ's

### **How will the event work?**

Please arrive with your group at your registration time, you will then receive a wristband to wear and be directed to your first booked session.

Outside of your booked sessions you are welcome to go around the stands and talk to our exhibitors, ask as many questions as you like and pick up prospectus and other promotional material.

At the end of the event please arrange for you or your group to leave all the spaces promptly in order that we can turn around and start registration for the next session. If you would like your group to meet at a specific point, we ask that this is outside in the courtyard area, in order that we minimize cross over between sessions.

### **Can I go anywhere in the building?**

We are all the guests of the college, and so please keep to the areas they have given us for this event. You will be guided between each session and all the stands are in the main foyer or the downstairs foyer.

### **I have a support worker, can they come in?**

Please make sure this has been notified to us prior to the event so we can manage numbers accordingly.

### **I have other needs which may affect my capacity to do workshops?**

If you have standard adjustments necessary for learning participation, please make sure this is indicated to us. Workshop leaders will make every attempt to accommodate these but this may not be possible in every case. We ask that workshop participants manage their own participation according to their own knowledge of their personal health, needs, safety and wellbeing.

### **I'm just bringing my student group and want to let them get on with it. Where can I go?**

If you are just accompanying a student/ small group as a parent/carer who you are happy to empower to navigate the event themselves, please do feel free to do so. The canteen is open and has seating, and there are seats around the spaces. While workshops are in process, many of the stands will still be manned if you have additional questions for yourself.

### **I cannot come / I'm going to be late, what should I do?**

If you are not going to be able to attend, or are going to be late for your session please let us know via [info@federationofdramaschools.co.uk](mailto:info@federationofdramaschools.co.uk).

If you are late for a workshop within your session, you may not be able to join it, and this is entirely at the discretion of the workshop leaders.

### **Can I get refreshments while I am there?**

We ask that all attendees bring whatever refreshments they think they will need with them. The canteen on site will be accommodating the usual college needs so may be busy. Only water in sealable bottles will be permitted in studio/workshop spaces.

Parents/Carers/ Teachers are welcome to use the canteen spaces subject to availability as a fixed point, but we ask that respect is paid to the needs of the college to feed their students and staff in breaks accordingly.

### **What should I wear?**

You should expect to come in clothes and shoes that allow you to move freely and comfortably. Musical theatre/Acting workshops may require you to work without hard footwear, so you should anticipate bringing an alternative if working in bare feet is not possible for you. You may also wish to bring jazz shoes or equivalent if you are doing a dance workshop.

### **What should I bring?**

You don't need to bring any additional equipment for any of the sessions. You may wish to take notes, or really think about questions you have, so you might find a notebook and pen are useful.

### **How do I get there?**

If you are coming under your own steam and not with your college or your teachers, the location is [here](#): Please use the Creative Arts entrance by going up the stairs in Playhouse square and through the archway on the left to the main Courtyard where the entrance to the event will be clearly signposted.

Please note there is not parking available on site – but you can find local car parks [here](#) and [here](#).

Leeds Bus Station is 5 minutes walk

Leeds Train Station is 15 minutes walk

### **Who is taking photos? Can I take photos?**

FDS, CUK and schools staff may take photos of sessions and the event generally; these may be used for ongoing promotional purposes via social media, web and marketing materials which may include the promotion of future events with FDS and CUK, media articles, workshop leaders' schools own media activity or on the FDS/CUK websites as illustrative images. There will be no identification of individuals beyond a record of the event date and activity.

If you do not wish to give permission for this please let our photographers know.

If we do not get notified that you have concerns, by registering on the day and entering the event we will assume that you are happy for any photos in which you may be present to be used for the purposes outlined above.

Attendees (staff/students/support workers) may not take photos within workshop sessions. Any parent or teacher accompanying may take images around the stands of those students/participants for which they are directly responsible and for whom appropriate consents have been obtained, with the consent of any stand representatives/third parties within images. FDS/CUK will take no liability for images shared in any form by third parties.

### **What data is held from this event?**

Contact information from bookings will be held by FDS/CUK only for the purposes of future events, and asking for your feedback; unsubscribing from this can be done via eventbrite.

Contact info will not be made available to individual institutions. Where there are group bookings the list of school/college names will be supplied to institutions, but not personal contact details.

Individual schools will usually collect contact info on the stands and in workshops where attendees are interested in specific information about schools and courses and following up with further questions. This is at the discretion of the individuals concerned, and there is no obligation for teachers or students to provide this.