

PERFORMING ARTS HE & TRAINING FAIR

COVID Information

Capacity and Social Distancing

We are paying close attention to the numbers in the spaces for this event, so please do not plan on staying longer than your booked slot. We will ask that all attendees and staff wear masks/visors where appropriate when moving around the stands.

We will ask everyone attending to be sensitive to respectful social distance. In most cases you may not be in contact with these for more than the suggested limit of 10 minutes.

When moving around the stands area, please be respectful of the numbers at each stand, and avoid queuing and bunching around these- perhaps move on to a different stand and come back later in the slot. Stands staff may request that you do this, as they are also managing their own safety and so please be respectful of this.

In workshops, the capacity of the studios has been capped accordingly. Spaces will be ventilated in accordance with the College's own protocols. In order to allow some practical work, each workshop leader will have considered their own risk assessment of the activities within it. This may include some partner work under considered time limits ie less than 10 minutes, and a request for certain parts of the session to be undertaken with masks unless exemptions apply.

There are hand sanitizer points around the space, and additional sanitizer materials available at the check in point.

Groups and Bubbles

We are aware that schools and parents will have potential bubbles / established groups within which distancing is not required and we will assume that attendees have a sense of their own risk management, and that staff /parents will communicate this.

Testing

We expect that many attendees will already be part of a lateral flow testing schedule at their home institutions, and so we are not requiring a specific test for this event. We also expect that many institutions will have routine checks and risk management protocols in place throughout the school day/embarking on travel, and we ask that you complete these as would be the case for your routine college attendance.

COVID Information

If this is not the case, or if you are attending as an independent group/individual we do ask that you do an LFT prior to attending, and attend or not accordingly.

Please do not attend if you are symptomatic or have been advised to isolate.

If any attendee is visibly symptomatic, or refuses to co-operate with rules in place to safeguard all attendees, FDS and CUK reserve the right to ask individuals to leave. In the case of groups, this may apply to all members of the group where supervisory staffing does not permit safe exclusion of an individual. We ask that any exemptions are made aware to workshop and stand staff accordingly.

I am clinically vulnerable, how do I access this event?

We cannot guarantee that this event does not come without risks. If you are still under a recommendation to shield and so cannot attend in person, we ask that you view the schools/institutions participating via the websites, and direct the questions you would ask to individual schools (as if they were stands) You may also find that there are alternative online events you can attend.

General Event Information

Please see the event schedule on the next page. Your booked event slot allows for attendance at the workshops you have booked, as well as a welcome session about the event and, time to go round the stands, ask any individual questions you may have, collect prospectus and other information you want.

Please do not arrive before your slot, as we will start registration for each slot at the specified start time. If you do arrive a little early you are requested to wait in the outside courtyard area, unfortunately there is no inside space for this. Where we have queues forming in order to check in, we will ask that respectful social distance is maintained within these.

Event Registration

When you arrive you will check in (for groups your teacher will do this) and you'll get a wristband that will identify you as part of the event. Please wear this at all times as it will help us make sure that only the people registered attend the workshops, and that the college can be aware of who is on the premises.

At the end of your slot, 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 slot. 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 slots.

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.

If you are arriving by Coach you can be dropped off and picked up on site: Coach Drop of [Directions](#)
Please note there is no 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

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 slot please let us know via info@federationofdramaschools.co.uk If you are late for a workshop within your slot, you may not be able to join it, and this is entirely at the discretion of the workshop leaders.

Event Schedule

AM Session	
09:00 - 09:30	Registration
09:15 - 09:30	Welcome Talk 1
09:30 - 09:45	Welcome Talk 2
10:00 - 11:00	Workshop Session 1
11:10 - 12:10	Workshop Session 2
12:10 - 12:30	Stands and Exit
PM Session	
12:30 - 13:00	Registration and Stands
12:45 - 13:00	Welcome Talk 1
13:00 - 13:15	Welcome Talk 2
13:30 - 14:30	Workshop Session 1
14:40 - 15:40	Workshop Session 2
15:40 - 16:00	Stands and Exit
Evening Session	
16:00 - 16:30	Registration and Stands
16:30 - 16:45	Welcome Talk
17:00 - 18:00	Workshop Session 1
18:10 - 19:10	Workshop Session 2
19:10 - 19:30	Stands and Exit

Event FAQ's

Can I go anywhere in the building?

The map of the event areas will be available at the registration desk, this will let you know where the workshops and stands are. If you head out of these areas without permission, the college is fully in their rights to exclude you and your group from the building.

What should I wear/bring?

You should expect to come in clothes and shoes that allow you to move freely and comfortably. Dance/ Acting workshops may require you to work in barefeet or soft shoes (e.g. pumps, trainers or jazz shoes)

These are workshops not auditions or interviews, and so you should not feel the need to dress up, wear full make up or try and make an impression.

Unless exempt, you should bring a mask or visor. You may wish to take notes, or really think about questions you have, so you might find a notebook and pen are useful.

Can I get refreshments while I am there?

We ask that all attendees bring whatever refreshments they think they will need with them. There is space outside if you wish to eat or drink prior to /after your slot. There is no inside space available for this purpose.

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.

There is further seating available around the space. Please be respectful of distances when using this.

I'm bringing a group and will leave them to it. Where can I go?

If you are accompanying a group or individual attendee then please feel free to leave them to it if you wish! 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 you would like to ask.

First Aid

There will be standard first aid available via reception.

Workshop FAQ's

Can I watch workshops?

Unfortunately we cannot allow observers in workshops in the rooms. We are paying close attention to numbers in the studios in order to maximise the number of participants who have signed up for the sessions.

I have a support worker, can they come in to the Workshop?

Please make sure this has been notified to us prior to the event so we can manage numbers accordingly. If this is not the case, we may have to suggest you attend an alternative session rather than allow additional people into the room.

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 when you book your workshops. 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 want to attend a different workshop / I haven't booked a workshop

If you have pre-booked a workshop you will have received an email confirming your place. If you wish to change then please talk to the staff on the registration desk when you sign in.

Similarly if you have not booked yet then you can book a place when you register.

Please bear in mind that a lot of the workshops are now fully booked so we have strictly limited places available.

If you are not able to get a place on the workshop that you would like then we instead recommend you spend your time talking to the staff at the stands around the event about your area of interest.

Data and Photography FAQ's

Who is taking photos?

FDS and 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 the team know at check in and we will provide a sticker for you to wear. This will mean we can ensure that your image is not included in any pictures that are selected for use going forward. Please advise parents/ teachers if you want this to be the case and are reluctant to do so yourself. This will not affect participation or access to ANY activities within workshop.

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.

Can I take photos?

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. We will also retain this in the event that we are notified of a Covid case, and need to pass this information on to you.

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 so.