Physics at Work 2019: Additional Information

Signs will clearly indicate your route on site. Please read all enclosed leaflets and maps so that you know what to look for!

1. Sessions are: 9:15 – 12:05 and 1:15 – 4:05pm but we will begin leading students in at 9:05 and 1:05pm.
   - **Schools must stay for the whole session** otherwise our exhibitors’ time is wasted.

2. As a consequence of ongoing construction work on the University West Cambridge Site, **NO COACH PARKING WILL BE AVAILABLE ON THE CAVENDISH SITE** during the Physics at Work 2019.
   - Coaches, larger than 15 seaters, must find their own parking (paid spaces are available at the Madingley Road Park and Ride)
   - **A separate closer area for minibus parking** is available and indicated on the teacher’s map but **access only between**:
     i. 8:15 and 9:00am for morning sessions.
     ii. 12:15 and 1:00pm for afternoon sessions.

   Minibuses should park first and walk as a group (students and teacher) to the marquee for registration.
   - A one-way system will be in operation for the set-down and pick-up of schools groups and will be signposted throughout physics at work. **Please inform coach drivers of this issue and give each driver a copy of the coach map!**
   - At the end of each session, school groups should revisit the marquee and make their own way back to their minibuses or coaches, which should be parked in the coach pick-up area.

3. **PEDESTRIAN ROUTE AND REGISTRATION MARQUEE.**
   - Follow pedestrian route indicated on your map. It will be clearly indicated on the day with **red arrows** leading you from the drop off point to the registration marquee.
   - Please **do not** wander around on site – if you are unsure, ask, but the route will be marked clearly with arrows.
   - **If you arrive during lunchtime please wait at the marquee** - staff will meet you as soon as possible. **Do not** bring your students into the department as it is not safe to do so undirected.

4. **Please do not be late!** If you think that your students will need to make use of toilet facilities when they arrive at the Cavendish Laboratory, please ensure that you aim to arrive at least 30 minutes before the start of the session. **Your students will not be able to go to the toilet during any of the presentations.**
   - **Students should not wander off looking for toilets – ASK.** At the start of each session staff will lead groups to the toilet if requested.
   - During drinks breaks, toilets will be near refreshment stations – there is **no need** for students to wander to find them.
5. **On arrival** at the set down point **1 teacher** should be sent ahead to the registration point to inform organisers of your student numbers.

- This teacher will be told of your group sizes and assigned group numbers (from 1-20).
  
  *E.g. Academy A* 3 groups of 15 1, 7, 13

- **Your groups should then line up next to the sign indicating their group number and wait to be directed to their first exhibit.** Students must know their number and stay in their allocated groups. **Please be ready to move swiftly with your students and as directed by the organisers.**

6. Please note that this is a working laboratory, and therefore there should be **no eating or drinking on site** other than at the refreshment stations during the short break. Refreshments will be provided.

- **Students will not be able to buy lunch on site** (and please note we have LIMITED wet weather facilities for them to eat a packed lunch.)

- **Students are not permitted to use the vending machines**, as the Cavendish Laboratory staff rely on them for their own lunch.

7. **Students will NOT need bags, pens, pencils, paper or mobile phones during the exhibition.** Any mobile phones brought in to the exhibition must be switched off at all times. **Please encourage everyone in your group to leave their bags on the bus**, as space within the exhibition is limited.

8. Please check your allocated numbers, date and time in the enclosed booking reminder.

These are the numbers you requested and you could be charged if they differ significantly on the day (see booking reminder).

9. **Each teacher/supervising adult is responsible for the behaviour of their students from their school.** This is a working laboratory and so each adult needs to ensure the safety of their students and others by supervising their students at all times. This is also an expectation of our risk assessment.


We look forward to meeting you all in September and hope that you enjoy your visit!

Yours sincerely,

[Signature]

Jacob Breward Butler  
*Assistant Educational Outreach Officer, Cavendish Laboratory*