



TechxFest – Important Information For Schools

Thank you for joining us at TechxFest 2023, we look forward to welcoming you to Derby Arena on 28 September.

Explore

Many people are unaware of the range of technical jobs available in the world of work.

This event aims to help young people and teachers explore the breadth of careers available within technical sectors.

We are sure there will be roles and opportunities within Higher Education, engineering and science that you have never thought about before.

Discover

Keep an open mind, be curious and ask questions. This event is all about discovery, no question is a silly question or the wrong question to ask.

All exhibitors and staff are here to help young people find out about more about technical careers. Exhibitors will be awarding stickers for great questions and pupils can win an Amazon voucher.

Inspire

TechxFest is a careers event dedicated to inspiring the next generation of technicians.

We invite teachers and pupils to speak to as many technicians as possible at the event. We hope that you will understand more about the amazing work that technicians do.

Before you attend

This resource about technician careers is a great website to share with your pupils before they come <https://www.technicians.org.uk/> and perhaps get them thinking about what they would like to find out more about on the day. The [exhibitor brochure for schools](#) tells you which organisations will be at TechxFest so your students can start to plan their visit. Up to date information will be published on the website here: <https://www.techxfest.co.uk/schools/information-for-schools-and-parents>

If you have any questions prior to the event, you can contact the event lead, Lucy Williams, on 07810 413 219.

On the day:

Arrival

The Arena is located at Pride Park, Derby. Directions to, and further information about, Derby Arena can be found [here](#), the best postcode to use is DE24 8JB (or Type Derby Arena into your SatNav).

When you arrive the parking team from Derby Arena will be able to assist you, there is plenty of room for coach and minibus parking.

Parking is free on 28 September and there is no need to display a ticket.

Your school will be booked to attend either in the morning (please arrive at 10.00-10.30) or the afternoon (please arrive at 13.00-13.30).

When you have parked, someone from the TechxFest events team will board your coach to give you some welcome information and direct you into the venue through door C.

Please don't leave the coach until TechxFest events personnel have met you. At peak times there may be a few minutes wait, but we will be with you as soon as we can.

The site is fully accessible and full details can be found [here](#). Please let TechxFest staff know on arrival if any of your party would be unable to exit using stairs in an emergency.

TechxFest staff will be located throughout the venue and will be wearing bright pink T-shirts. There is also a helpdesk located in the foyer for any queries throughout the event.

During the event:

Once you are inside the venue you are free to look around the stalls and exhibits in your own time. Please make sure your pupils know where to find you during the event and a meeting time and place for when you are leaving. We estimate that most people will want to spend 90 minutes at the exhibition but obviously this can depend on how busy the exhibits are.

If you have any questions during the event, please contact any of the TechxFest events staff (look for the pink T shirts) or visit the reception desk. First aiders are available on site throughout the event.

Prize Draw

As part of your welcome pack, all pupils will be given a postcard. If they collect three stickers from exhibitors and complete a couple of questions, they will be entered into a prize draw for a £20 Amazon voucher – there are three to be won. All postcards can be left at the helpdesk or handed to TechxFest events staff.

Teacher Zone

There is a Teacher Zone, situated inside the venue. This is a dedicated space for teachers to chat to TechxFest staff, look at employer resources and ask any questions about technical careers. Coffee and tea will be available.

Safeguarding

Whilst you are visiting TechxFest, please remember that all school pupils are always under the responsibility of accompanying teachers. Please make sure that pupils know where to find you in case of a problem and understand where to meet at the end of the event.

There will be TechxFest events staff and exhibitors on site. Although it is not a requirement that TechxFest staff and exhibitors are DBS checked, they will have signed up to our [event commitment statement](#) which covers basic safeguarding principles and guidance.

There will be separate toilets for adults and school children at the venue.

Risk assessments

There is a principle risk assessment for the TechxFest event at Derby Arena which can [be found here](#). We have also asked each exhibitor to complete a risk assessment for their own

exhibit and these will be available at www.TechxFest.co.uk to view before the event.

A summary of exhibits where you might want to consider risk factors include:

- Nottingham Vet School will be bringing a (very placid) dog
- Drone flying areas
- 3D printing equipment
- Large pieces of machinery, including a classic car

In the event of a fire / emergency

If the fire alarm sounds, please follow the guidance of fire stewards who will direct you to the nearest exit. The assembly point is located in the lower car park at the front of Derby Arena. (see map on page 5)

Photographs and videography

There will be a TechxFest photographer and videographer on site capturing the event and speaking to willing pupils about their experiences. If any pupils **do not wish to have their photo taken or asked to share their experiences about the event on camera**, please ask them to wear a lanyard (available from the coach welcome team) and we will ensure that no images or videos are published with these individuals.

In line with Article 8 of the General Data Protection Regulation (GDPR), any pupil over the age of 13 will be asked to sign an individual consent form, if they are willing to speak on camera about their experiences on the day.

A copy of the Privacy Policy can be downloaded [here](#). (We are part of University of Nottingham and follow their robust procedures).

We use photographs and/or video in our marketing materials related to the promotion of the TechxFest; online, in print, used in promotional materials at events or in advertising and broadcast.

Photography and video content will be published online at www.mitalent.ac.uk and

www.techxfest.co.uk We may also use photographs and/or video in our marketing materials related to the promotion of TechxFest and future TechxFest events, online, in print, used in promotional materials at events or in advertising and broadcast materials.

If you have any queries about the distribution / use of the photography and video content contact Sarah Howells sarah.howells@nottingham.ac.uk

Feedback

We will be asking teachers and pupils for feedback about their experience at TechxFest.

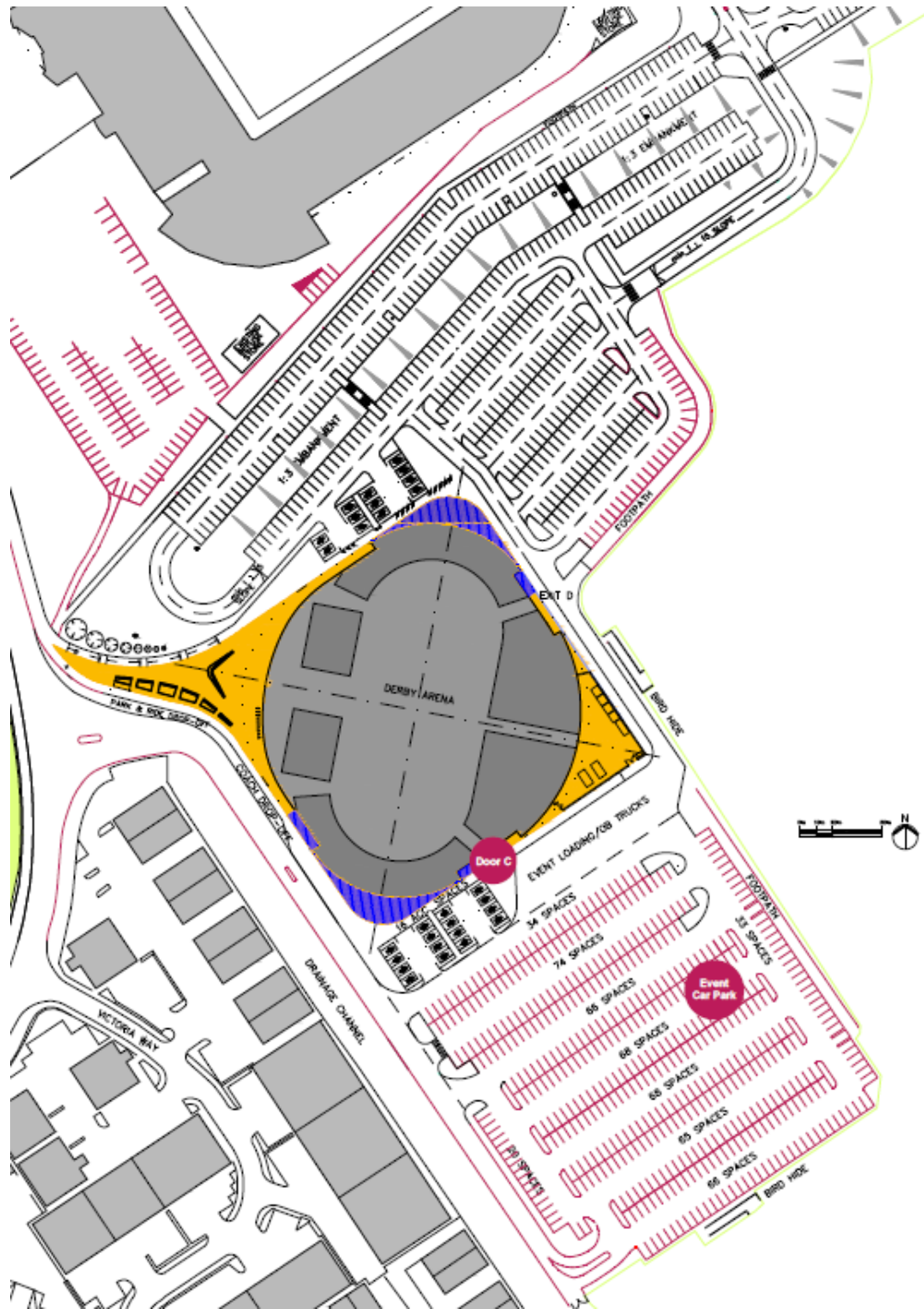
This information is very important to us as it is likely to help share future events of this kind. We will have survey links available on the day and after the event.

Website: www.techfext.co.uk

X (formally Twitter): @TechxFest

TechxFest is brought to you by the Research England funded MI TALENT Programme, University of Derby, University of Nottingham and Amanda Solloway MP.

Maps of venue and car parking



Map of venue inside

