

Access Guide

International Welcome Week Information Fair

This access guide gives you information about the facilities available during the International Welcome Week Information Fair. For queries/comments/etc. contact InternationalWelcome@newcastle.ac.uk.

Getting to the Frederick Douglass Centre

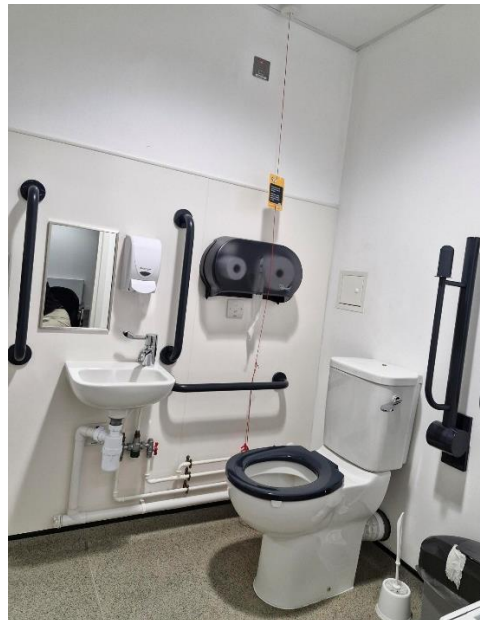
The Frederick Douglass is on the Helix campus, which is a 10-15 minute walk from the city centre campus. St James' Metro and bus stops are located about 5 minutes from the Frederick Douglass Centre. Access out of St James' Metro is via a lift and a ramp.

The Helix campus is located on a hill, and the route into the Helix from the city centre/metro/buses is up a steep hill.

There is a set of automatic doors into the Frederick Douglass building.

Toilets

Toilets are available throughout the ground floor and first floor. Showers are on the ground floor. There will be signs pointing to the toilets. There are single stall gender-neutral accessible toilets and showers available. There are single-sex toilets with cubicles and showers available.



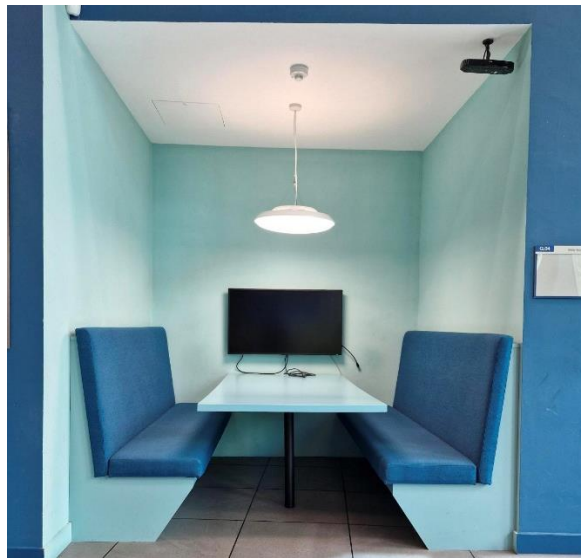
Examples of the accessible toilets.

Ground floor

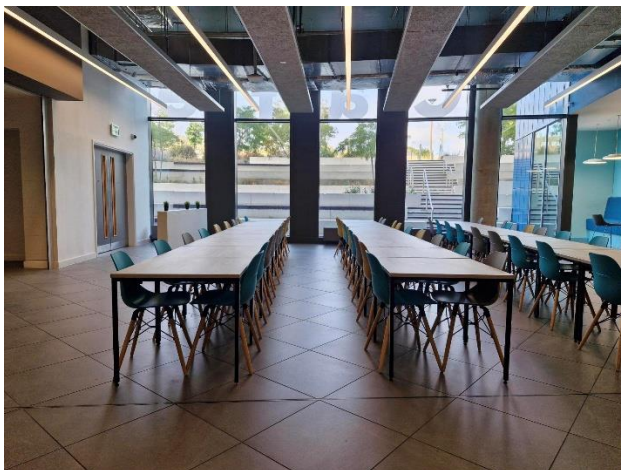
We will be using the foyer in the Frederick Douglass Centre for most of the fair. It may be loud in this area, especially during peak hours around 11am-2pm. The foyer is open plan with bright lighting and large windows allowing natural light. The floors in the foyer are hard linoleum.

There will be staff in the foyer. Staff running the fair will be wearing Newcastle University branded navy blue hoodies that say “staff” or “student ambassador” in white text on the back or light blue hi-vis vests. They will be at the helpdesk or walking/wheeling around the foyer.

There are seats available. There are long tables with hard, moveable chairs in the foyer. There are some high tables near the long tables. There are two booths with sofas in the foyer.



The booths. These will be available throughout the week.



The main seating area with long tables and the high tables next to them.

Helpdesk

There is a helpdesk inside in front of the front door. This will be staffed by people helping run the fair. They are here to help you. You can ask them questions about the fair or University life. You can ask them for help

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with accessibility. They can help with things such as opening fire doors or leading you to rooms in the Frederick Douglass Centre.

Stalls

There will be stalls from various University and city services in the foyer. Stalls will be set up on trestle tables (usually with tablecloths). They will have freebies and leaflets you can ask for. Stalls will be manned by exhibitors, and you can ask them questions about the service they are promoting.

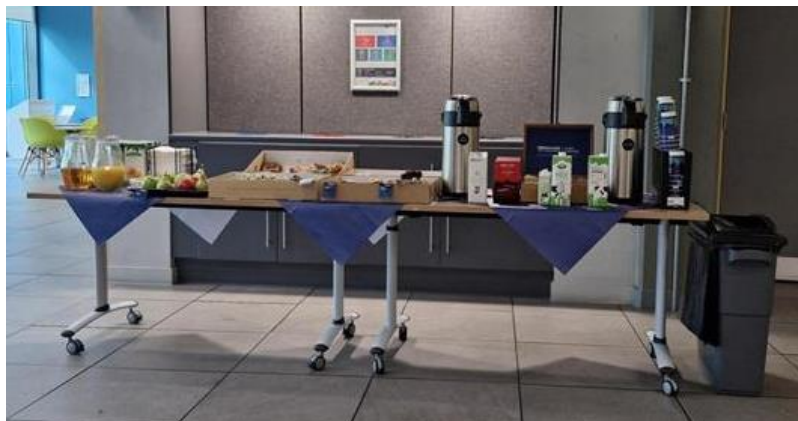
Catering

There is a water fountain behind the helpdesk.



The water fountain behind the helpdesk.

Tea, coffee, and pastries will be available. These will be served on a trestle table, such as shown in the picture below. Ingredient information will be available on QR codes for each item. There are vegetarian and gluten-free options. There is dairy-free milk available. If you need help getting food, you can ask staff running the fair.

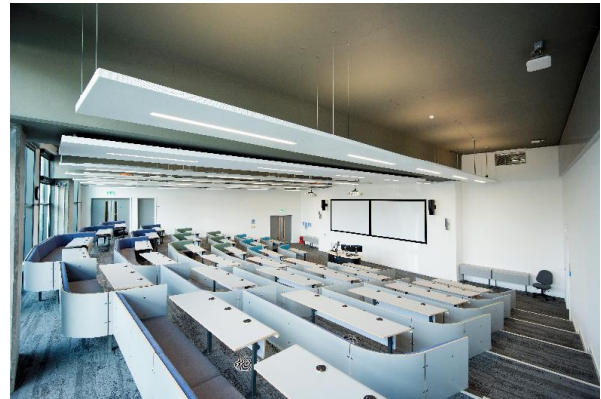
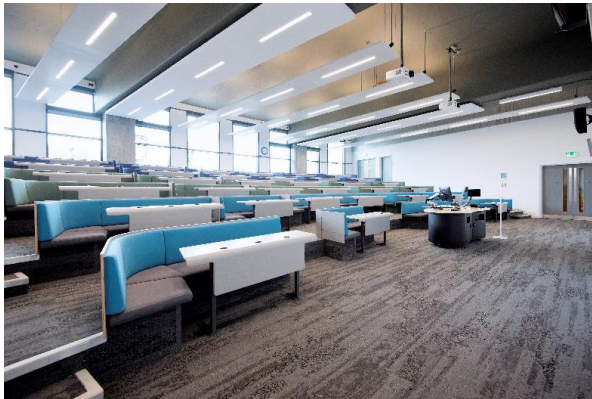


Example of catering setup.

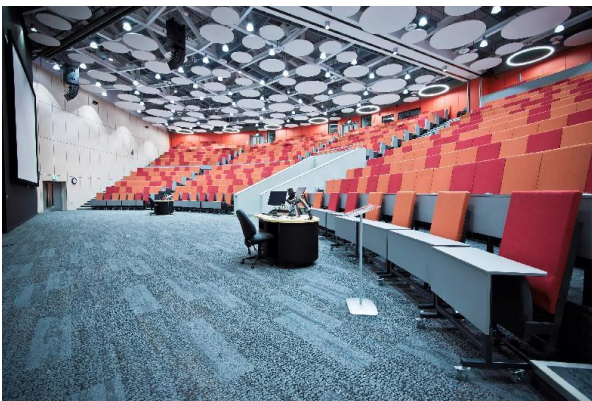
Talks

Talks will take place in large lecture theatres that can seat 200 to 500 people. We will use lecture theatres G.06, G.56 and G.41. All lecture theatres are equipped with hearing loops, and presenters should use microphones. If presenters forget, you can ask them or speak to a member of staff.

There are fire doors into the lecture theatres which open both ways and are heavy. The lights can be dimmed. The floors are hard carpet.



Interior of G.06



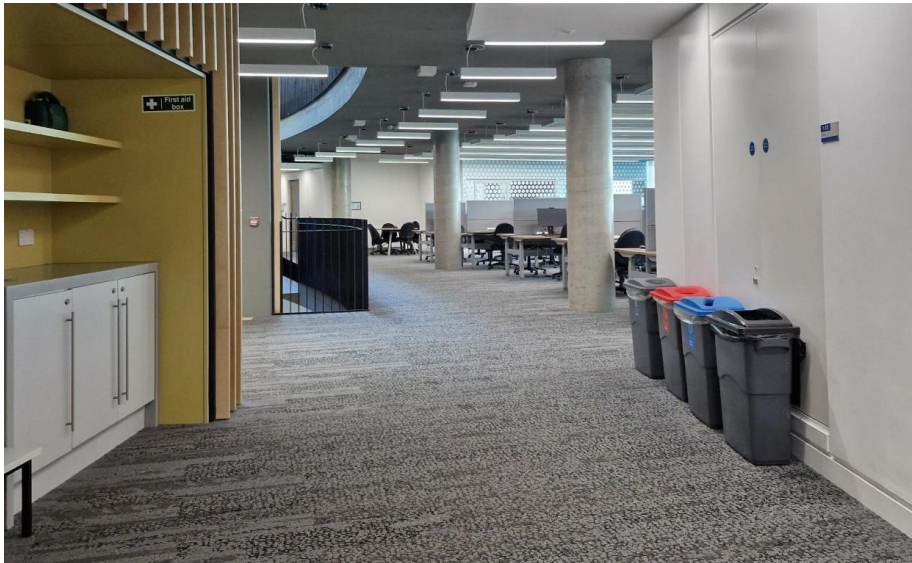
Interior of G.41/G56

First floor (quiet space)

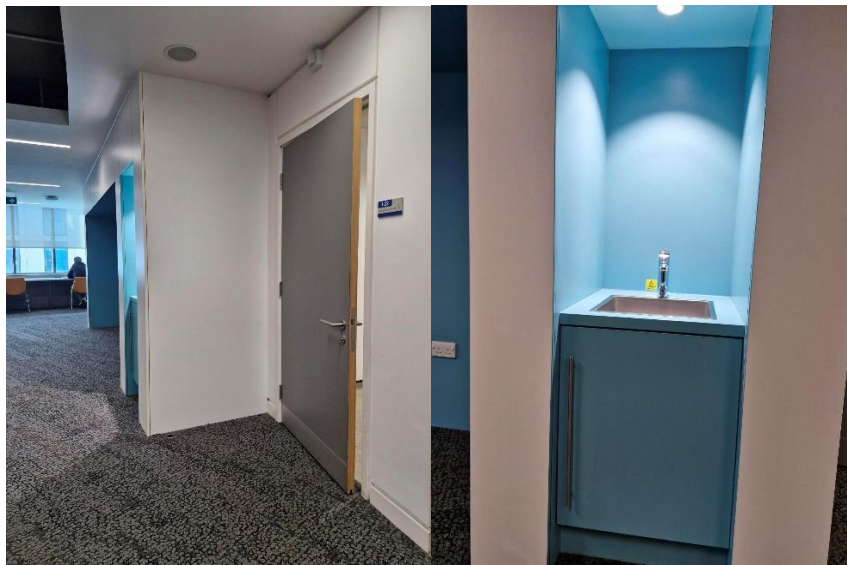
We have an open plan quiet space and three quiet rooms on the first floor. The Students' Union LGBTQ+ Safe Space is also on the first floor. All the floors on this level are hard carpet.

There are three lifts next to the helpdesk. You need to press "1" on the lift to get to the quiet space and rooms. When you exit the lift, turn right and go through the fire doors. If taking the stairs, turn right for the quiet space and left for the rooms.

The quiet space is at the end of this floor with the lift. There are computers and desks in the middle of the floor you can use. At the other end of the first floor are the quiet rooms, more toilets, and water fountain.



Water fountain, toilets, and quiet rooms are at the end of this floor. Photo taken from quiet space.

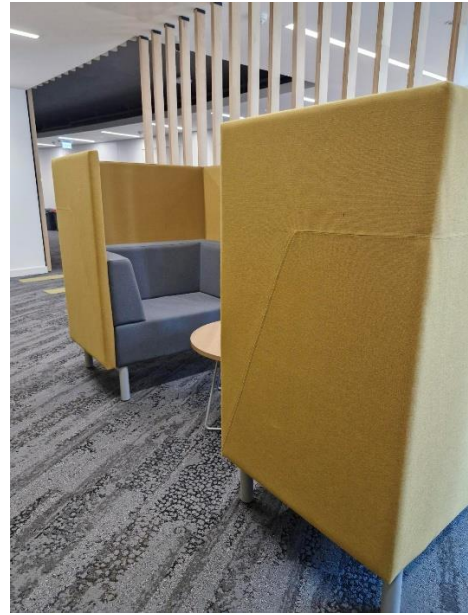
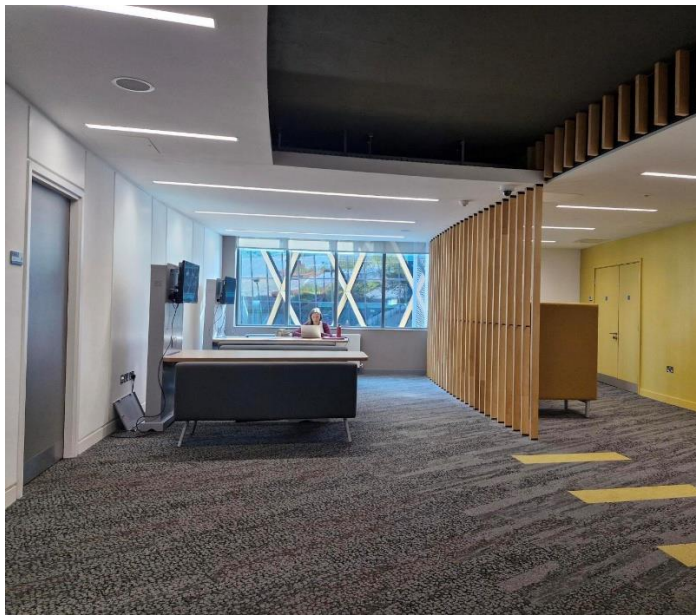


Accessible toilet next to water fountain. The water fountain is around this corner.

Quiet space

There are two long tables here and two high-backed armchairs. There is an accessible toilet in this space. This area is brightly lit with large windows. There will be jigsaw puzzles and colouring sheets on the long table you are welcome to use. You can stay in this space for as long as you'd like. There are three pin plug sockets here.

Please be mindful of others in this space. If there are other people here, avoid phone calls or loud conversations. This is to keep this space quieter.



The quiet space.

Quiet rooms

We have 1.16, 1.17, and 1.18 booked to use as quiet rooms. There are fire doors into each room. Please do not enter these rooms if there is already someone inside. You can use these rooms for prayer, taking calls, taking a break, or nursing.

These rooms are brightly lit. You can turn the lights on or off. There are desks and hard, moveable seats in this room. There are plug sockets in this room.



Interior of 1.16.



Interior of 1.17.

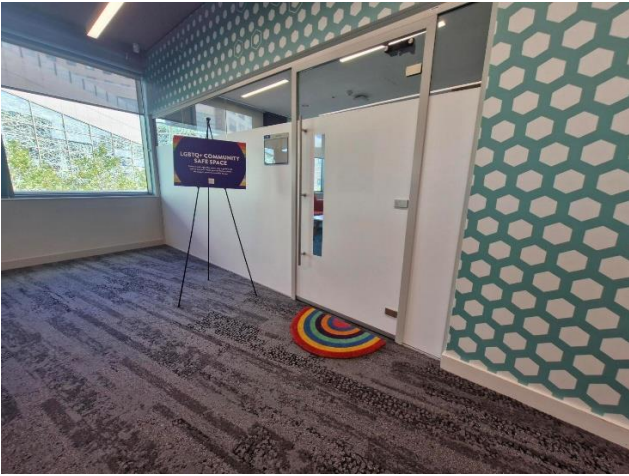


Interior of 1.18.

NUSU LGBTQ+ Safe Space

This space next to the computers in the centre of the first floor. There are sofas and armchairs. The door is made of glass. You can find more information about the LGBTQ+ Safe Space here:

<https://nusu.co.uk/spaces/safe/lgbtq>



Exterior and interior of LGBTQ+ Safe Space.