

Using the Crib Sheet

This document is NOT to be shown to prospective students. It is for staff reference only.

Any underlined text is clickable- each page should navigate to the contents and the beginning of the section. Blue links direct to pages on herts.ac.uk.

If you have any problems, spot any mistakes or have any updates to inform us of, please email a.bullock@herts.ac.uk.

Last update:

Campus Tour Crib Sheet Open Day

Ambassador use only

Before you begin delivering campus tours, have a think about the following and point these out where appropriate & mention them as you go round campus:

1. Favourite place to eat on campus?
2. Things you like to do on and off campus with your friends?
3. Favourite study space?
4. Favourite hangout space?

Presentation tips

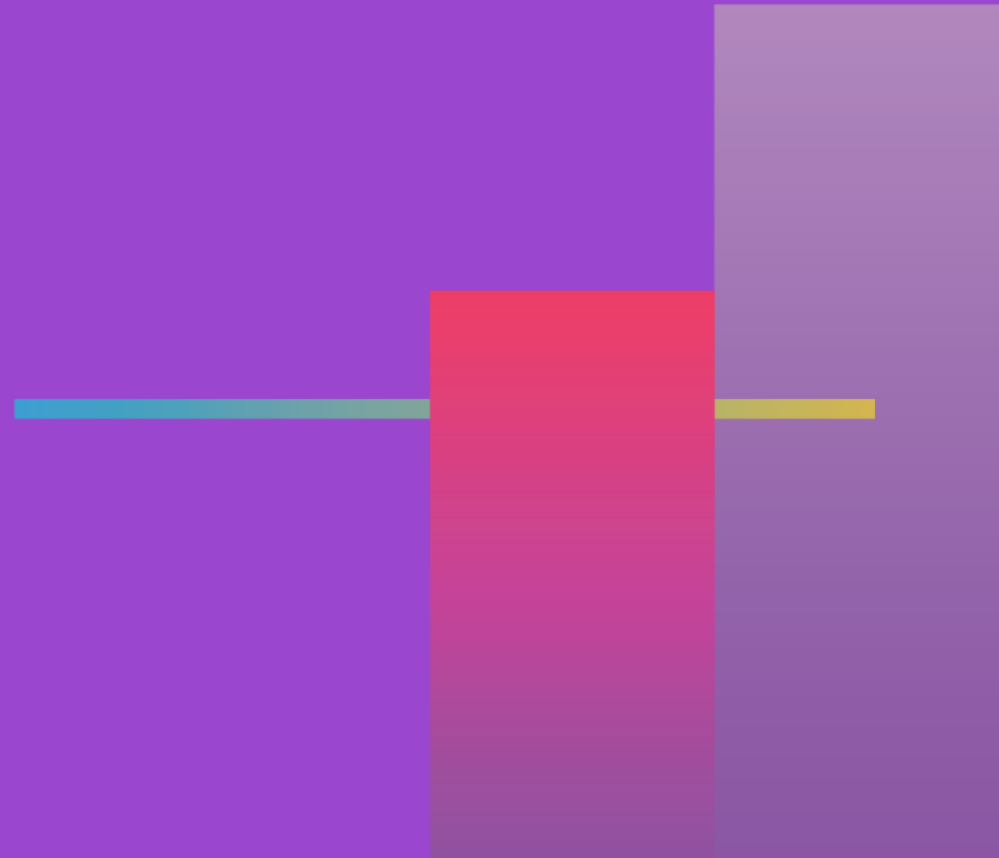
- **Stop at each point** and wait for everyone to gather round before speaking (use the crib sheet)
- Before moving to the next point, ask if there are **any questions**
- **If it is raining**, try to go inside at each stop so you and guests don't get soaked
- **Project your voice** so that even the people at the back can hear you
- **Walk with your group, ask general questions along the way.** (Ask what they are studying etc)
- **Add in your own experiences** where you can

Don't forget to smile!

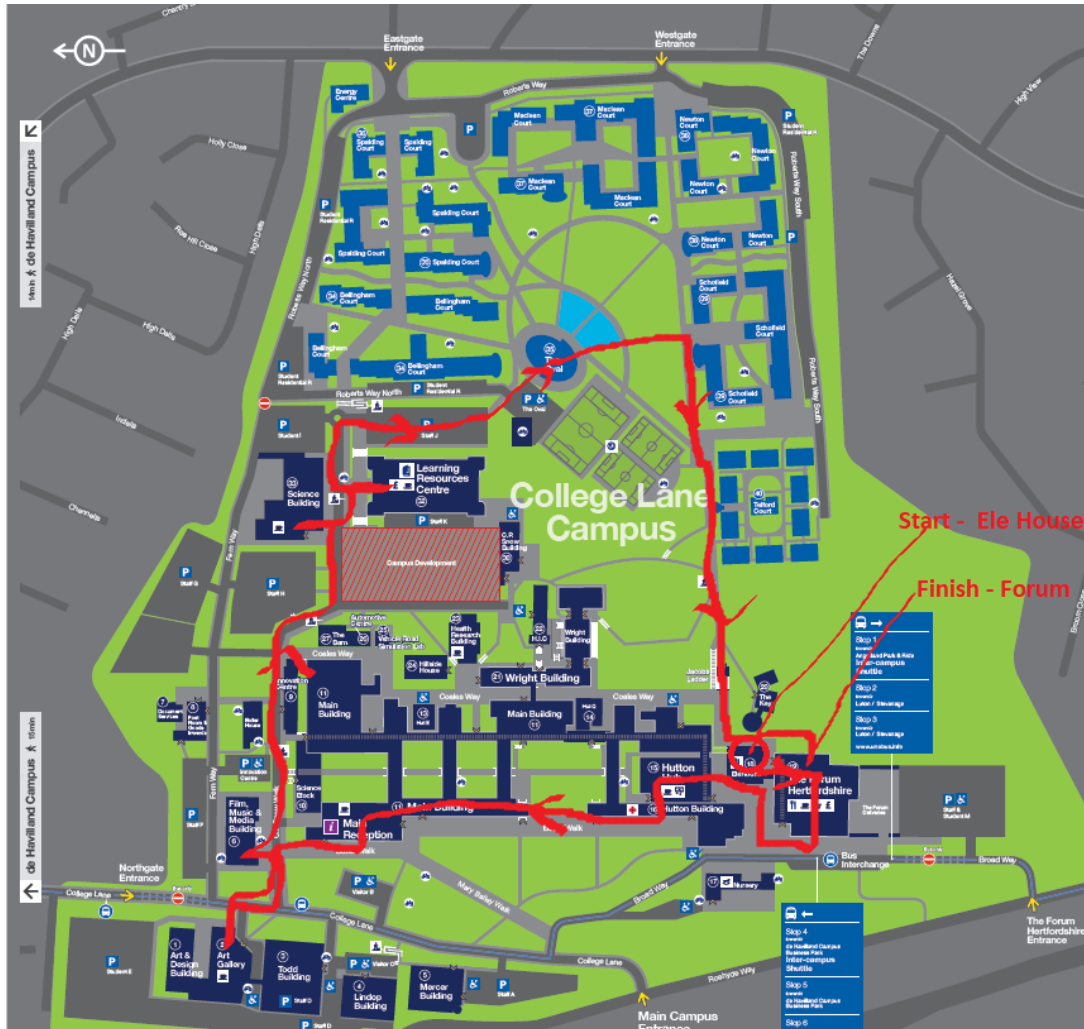
Key Contacts and Points

- Security- +44 (0)1707 28101
- Emergency- +44 (0)1707 285555/ +44 (0)1707 281010
- Oval- +44 (0) 1707 284063

College Lane



Open Day – Campus Tour route



1. Ele House (Start)
 2. Forum Ground Floor
 3. Forum 1st Floor
 4. Bar Seventy7
 5. Look out of bar window, towards bus stop
 6. Outside Hutton Hub (SU)
 7. Hutton Hub
 8. Main Reception
 9. Art Gallery
 10. Film, music & media building
 11. Document services
 12. Science Building
 13. LRC
 14. Oval
 15. Outside Telford
 16. The Key
 17. STRATS
- Return to the forum

1. Elehouse

- **Start by introducing yourself** (first name, subject, year of study. If international, where you are from)
- Ask **where they have come from today?**
- Ask **what they want to study?** (this will help you to make your tour a little more bespoke)

Tell guests about the pub

- Live music
- Open mic nights
- Karaoke
- Pub quizzes
- Key Sport events covered
- Themed nights

2. Ground floor Forum

In the Forum:

Near the front entrance of the forum, stop and talk about the following:

We are a campus-based university. So, that means we have pretty much everything a student needs on campus, except for a supermarket, but we have 3 within walking distance. ASDA, Aldi, Co-op, Tesco & Morrisons Express.

In the forum we have:

- Starbucks. Opening times: Monday - Friday 08.00 - 16:00.
- Subway. Opening times: Monday - Friday 11.00 - 20:00
- Campus shop (Premier) - open 7 days a week. Monday – Friday 09.00 - 18:00. Saturday – Sunday: 10.00 - 16.00
- And the campus restaurant which we will view from upstairs

Next: Upstairs/offer lift to outside Forum Theatre

3. 1st floor Forum

10

Stop outside Forum Theatre. On Open Day, take guests in if not being used

This is one of our largest lecture theatres. On college lane there are –
Over 200 teaching rooms, including lecture theatres and classrooms.

[Look down to the](#) Campus restaurant (with hot and cold options, catering for all dietary requirements including vegan, vegetarian, Halal, Kosher). Themed food changes every week and for special occasions.

Restaurant opening times: Monday – Friday 11.30 - 15.00

Next: Open Day – Bar Seventy7 (offer stairs or lift)

4. Bar Seventy7 & the loft

- Bar Seventy7 also hosts society events
- Big Wednesdays are themed, really popular
- We also have bigger themed nights such as an Afrobeats night, Bhangra and Bollywood and Charged Up
- Event nights
- Genre music nights
- For Herts students only but you can bring up to two guests.
- Doubles up as an SU Space for events.
- One ticket gives access to Bar Seventy7 and loft nightclub upstairs - Tickets are around £5

[Next: Take over to the window to look at bus stops]

5. Guests to look out of window in Seventy7

12

Point out and mention:

- Free shuttle bus that runs between our two campuses & park and ride (*if asked, our carpark is located at Angerland Common with is withing walking distance*)
- The UNO bus network, owned by the University, offers student discounts on journeys to **Hatfield town centre** and **station** (where you can get a train into London in 25 minutes), the **near-by historic city of St. Albans** (with pubs bars and restaurants), **Watford**, **Welwyn Garden City**, **North London** and lots of other places too.
- There is a discount for students on the UNO bus of up to 40% off when show ID card. Currently, maximum cost for a single trip on UNO and Arriva is £2.

Talk about the Galleria

- In walking distance (10-15 minutes) with shops, restaurants (most offer student discounts) & 12 screen cinema (opportunities for part-time jobs)

Offer opportunity to go up to the loft, if guests would like

[**Next:** Look through the back entrance to the Forum Lecture Theatre, if weren't able to take them in earlier] **Then, head back down.** Next stop Hutton Hub.

6. Just outside Hutton Hub - Student Union Office

13

- SU organise all on campus events, freshers fair, summer ball, guide dog puppy play days, etc.
- Offer Ikea trips
- Off campus trips have included to Cambridge, central London, the beach, Harry Potter Studios tour, etc.
- They offer part-time jobs on campus outside of ambassador programme and volunteering opportunities
- SU is responsible for our 120 plus societies (societies tend to surround hobbies but not always). If you can't find one for your interest, you can always create one!
- Offer independent support and advice
- Zero tolerance report policy

[**Next:** head inside Hutton hub when done and stand outside careers office]

7. Hutton Hub (Stand outside careers office)

14

- Careers – students can access support while at uni and also up to 4 years after graduating:
 - ✓ CV writing interview prep
 - ✓ Offer part-time jobs during your studies.
 - ✓ Help students search for placements – And most courses offer opportunity to apply for a year's work placement or a study abroad **year**. (If you chose to take up one of these after your second year, there is not tuition fee to pay for that year, so definitely worth considering).
- Ask Herts – one stop shop for all queries (From registration, to student finance, accommodation and absolutely anything else)
- Student Wellbeing with Poppy the dog, who is usually available for a stroke
- GP and medical centre
- Dance studio and radio station above SU office

On Open Day, **point out the support stands** that they can return to after the tour, with any questions.

[**Next:** Head to Main Reception] – point out sculptures on your way there

8. Main Reception (Enter via automatic side door)

15

- Show Café Rore (have different hot food every day)
- Point out Study space – Chapman Lounge

[Next: Exit via front exit and Head to Art Gallery]

9. Art Gallery Building (go inside)

Welcome to the creative corner of the campus

- This is an art gallery where you'll find curated collections on display, either by students, graduates or external art institutions
- This is the hub of the School of Creative Arts
- Art shop – everything at stock price
- Gallery café - which is completely plant based
- Various art-based workshops and study spaces
- Recording studios
- There is an equipment loan store (cameras, mics, stands, etc.) where everything can be borrowed for free.
- We have a replica Star Wars Droid (turn right just before the art shop)
- This is close to the Todd Building (red building), which has the architecture department. This is complete with a studio and rapid prototyping machines.

10. Film, Music and Media building [go inside]

17

- Dedicated film and TV studio, complete with green screen
- Music studios and practice rooms
- Animation suites

- With student ID you have free access to software and have free access to high-spec computers.

[Next: Head to Science Building, but stop halfway to point in the direction of our document services building]

11. Document Services

- Professional printing services on campus
- Thesis printing and binding, posters, business cards, flyers, etc.
- Cheaper than off-campus printing services

[Next: Continue to science building]

12. Science Building [go inside to the foyer]

19

- Different specialised labs
- Aseptic lab (100% sterile environment), which is quite unique for a university
- Simulation wards with robotic mannequins (including one that gives birth)
- Teaching rooms and computer rooms
- Mock Pharmacy

[**Next:** Look out of windows towards new SPECS building]

13. SPECS Building

- For the School of Engineering and Computer Science, Physics, Maths & Astrophysics
- Opening in Spring 2024
- It's going to be like a huge workshop with huge collaborative spaces. Set over five floors and extending beyond 15,000m²
- Dedicated facilities will be available for each subject area
- Spaces will include labs, workshops, teaching spaces and study areas
- Biggest thing will be our new 6 axis flight simulator.

[Next: Head to LRC]

14. Learning Resources Centre (go inside, ask security to let you in as part of tour)

Stand in entrance (unless it is very quiet)

- An extensive collection of books and resources are available in print and online to support learning, teaching and research
- Computers, specialist software and self-service printing available plus a free laptop loan service
- A range of study spaces (group, individual, quiet and silent study spaces)
- Study skills support available to all students (e.g. reference help, essay structuring, LRC orienteering etc)
- Opens 24/7
- LRC café downstairs (with vending machines 24/7). Opening times.
Monday - Friday 10.00 - 16.00

[Next: Head to Oval]

15. Oval [inside]

- Point out **accommodation reception** – this is also where you can collect parcels, report any accommodation issues, hire sports equipment
- Study area and hangout space
- Community fridge
- Point out campus has a lot of green space for students to relax in.

- Mention Oval gym (details on next slide)

Oval Gym

28

- 24/7 gym (exclusive to Herts staff and students)
- Dance studio, Multi use games areas, 3G pitch.
- We also have 29 different sports clubs (list available on next slide)
- Active students is for anyone who just want to have a go and not commit to a team, roller skating is popular.
- Sports village on De Havilland (recommend shuttle bus if guest would like to see it)

Gym

- 50station gym
- 24/7 access,
- Cardiovascularandresistance machines
- Free weights andCross Fit floor
- Studio Classes included in membership
- Larger Sports Village on de Havilland campus

Student Memberships

- ❖ **All inclusive** (HSV gym, Oval gym, swim, group exercise,climbing, online platform)
- ❖ **Duo gym** (HSV gym, Oval gym, swim, group exercise, climbing, online platform. HSV gym – no accessbetween4 pm – 8 pm)
- ❖ **Oval gym** (Oval gym, online platform)

Drop off anyone wanting to tour accommodation. Stewards outside the oval will direct them.

[**Next:** Continue with guests who want to remain and stop in front of Telford]

Herts Sport Teams

- American Football
- Badminton
- Basketball
- Canoe & Kayak
- Cheerleading
- Climbing
- Cricket
- Dodgeball
- Football
- Futsal
- Golf
- Hockey
- Judo
- Kickboxing
- Lacrosse
- Netball
- Rowing
- Rugby
- Squash
- Swimming
- Table Tennis
- Taekwondo
- Tennis
- Ultimate Frisbee
- Volleyball

16. Outside Telford

- There is Common room for each accommodation block
- Societies use common rooms for some activities
- Allotments are managed by students and specific societies (will be visible from in front of common room)
- Point out the little wood and it is part of the campus sculpture walk (use it for a Halloween trail!)
- Local celebrity – The campus cat! George the Telford Tabby (has an Instagram account and a google maps pin)

- In summer use the green space for sport and picnics
- In the winter for great snowball fights
- During Fresher's, the green space is used by the SU for food trucks, open air cinemas and an inflatable assault course.

[Next: Continue to the Key]

17. The Key

- Multi-faith centre on college lane campus (one on DeHav too)
- Key has Church and mosque facilities
- Silent spaces
- Multifaith and LGBTQ+ friendly Chaplin – She runs and is involved with lots of multifaith events.

I'm now going to take you back to where we started

[Next: Head back to forum via stairs/lift but stop outside STRATS]

18. Strats Estates & Letting Agents

- Letting agency vetted by the university and have won several accommodation awards
- Can help find accommodation off campus for you and a group of friends
- Can also match you with other students looking to rent privately

[Next: bring back to forum. Remind guests about the support stands in Hutton Hub and point out where the toilets are. Leave them with '**I hope that helpful was and enjoy the rest of your day**'.

