

# Using the Crib Sheet

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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.

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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

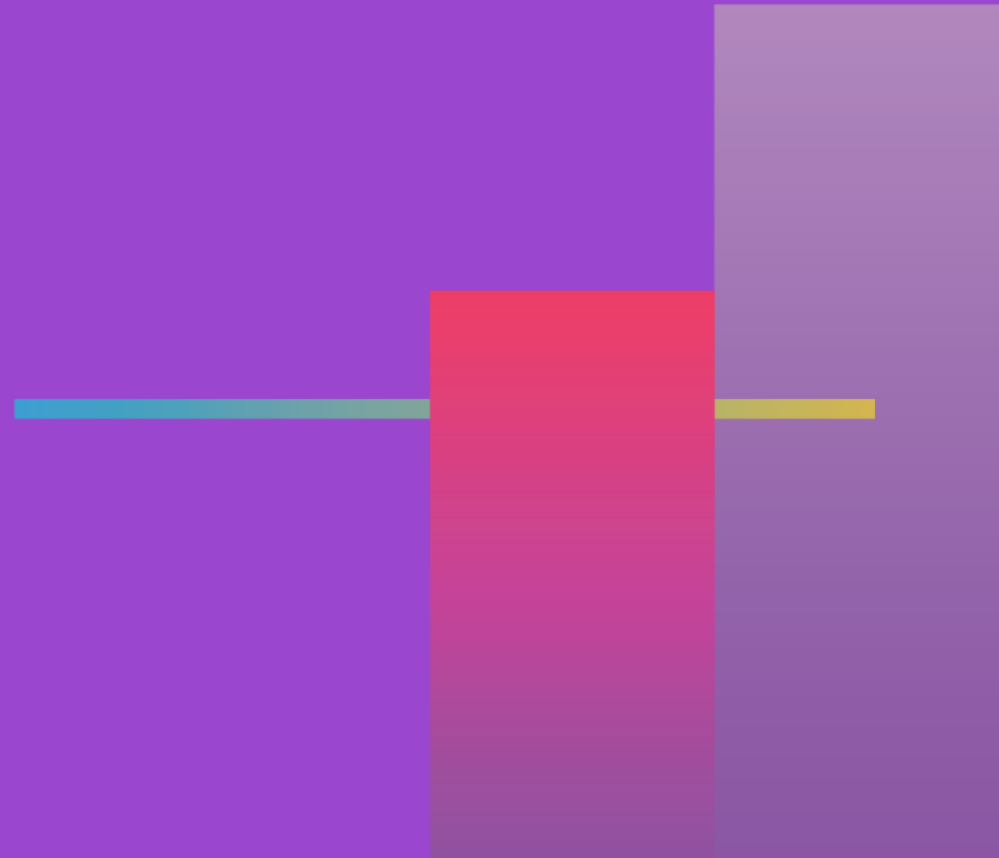
- **Stop at each point** and wait for everyone to gather round before speaking (use the crib sheet)
- Before moving to the next point, ask if there are **any questions**
- **If it is raining**, try to go inside at each stop so you and guests don't get soaked
- **Project your voice** so that even the 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!

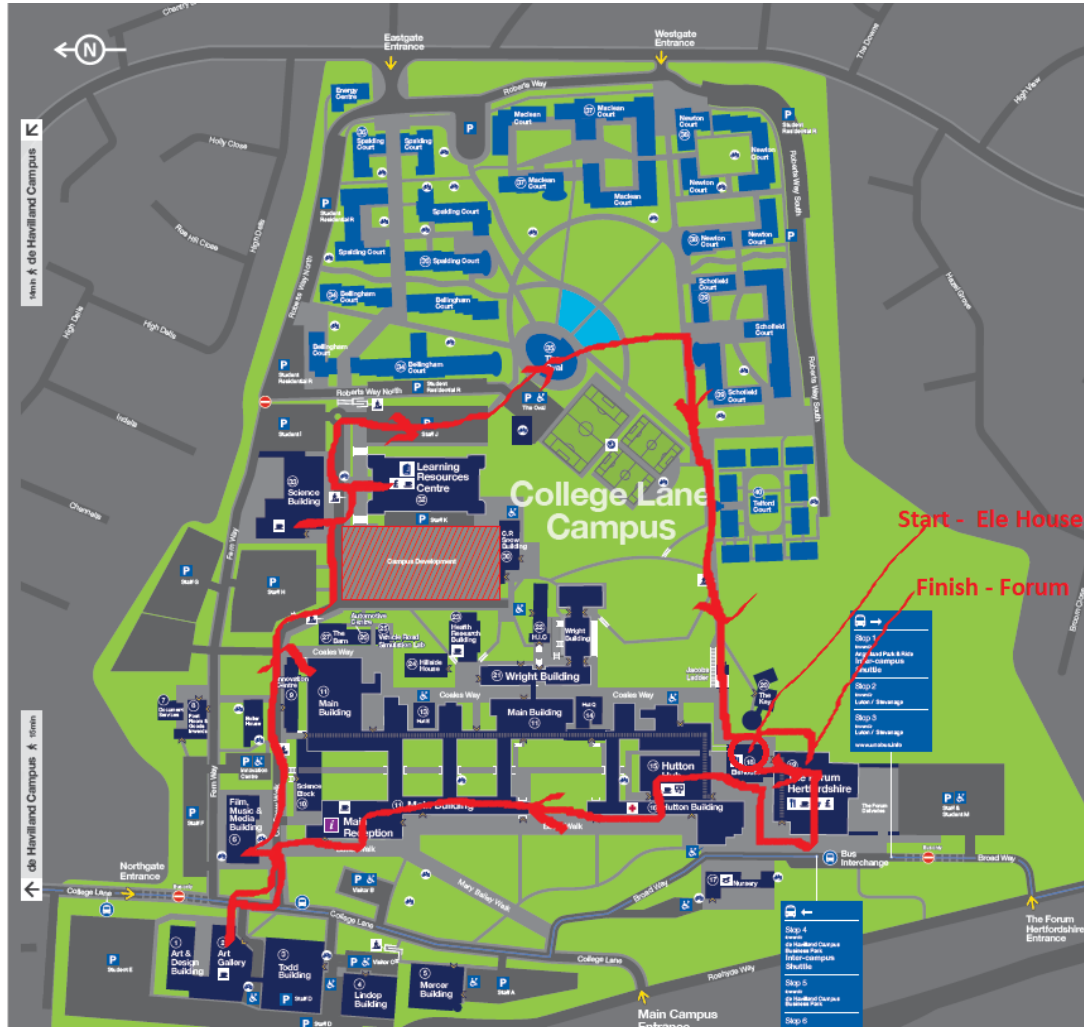
# Key Contacts and Points

- 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. Forum Restaurant (Start)
  2. Forum Ground Floor
  3. Forum 1<sup>st</sup> 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. Forum Restaurant

- **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)



## 2. Ground floor Forum Foyer

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. 1<sup>st</sup> floor Forum

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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

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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

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- 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)

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- 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)

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- 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
- 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.

**[Next:** Head to the Film, Music and Media building]



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

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- 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]

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- 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

Take your group into the Foyer -

- The building is home to the School of Engineering and Computer Science, Physics, Maths & Astrophysics
- It opened September 2024
- It is set over five floors
- Spaces include labs, workshops, teaching spaces and study areas
- With a huge collaborative space on the ground floor, which is the biggest CDIO (Conceive Design Implement and Operate) studio in Europe, on the ground floor.
- It's also home to our flight and racing car simulators.
- And has a café along with hangout areas and study spaces on every floor.

**[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

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- 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 Classesincludedin membership
- Larger Sports Village on de Havilland campus

## Student Memberships

- ❖ **All inclusive** (HSV gym, Oval gym, swim, group exercise,climbing, onlineplatform)
- ❖ **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)

[**Next:** Sports list on next slide if anyone is interested]

# 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



# Oval Gym

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

For reference: Showrooms October 2024

## **Bellingham -**

Flat 19 (Town house room 3 & 4)

Flat 54 (single/standard ensuite – 3 accessible room, 4 & % single ensuite

Flat 55 enhanced room 5 & 6 ensuite

Flat 138 studio

## **Telford -**

Flat 73 Telford room 2 & 5 single room

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

# 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**'.

