



## INFORMATION FOR SCHOOLS

We are looking forward to welcoming you to our STEM Net Zero event at The Atmos Building, Darlington. This year promises to be another great event with a fantastic selection of businesses ready to inspire your young people and show them the great STEM opportunities available on their doorstep.

Please see below important information relating to your visit:

### Venue

The event will be held at **The Atmos Building, Vicarage Road, Darlington, DL1 1JW**. The building is part of the Teesside University Darlington campus.

### Drop Off

If you're arriving by coach, or minibus. Drive into Vicarage Road and drop off at road closest to the Atmos Building entrance. The drop off point will be signposted on the day, and managed by volunteers in high viz jackets.

### Parking

There are free parking spaces available in the car park for cars, and minibuses. Please ignore the PayByPhone signs as they are not in use on the days of the event. Volunteers will be on hand to direct drivers to the parking spaces. If you are arriving by coach, the coach will have to drop you off at the main entrance and will not be able to stay in the car park due to limited space. Please arrange a time for collection at main reception with your bus driver. Coaches can park at College Rd. Minibus drivers can drive up Vicarage Road and park round the back of the Atmos Building. Volunteers will be on hand to guide you there on the day.

## On Arrival

When you have arrived, head into the main reception area and report to the registration desk in the foyer where you will be checked in and given further information about your visit. We ask that schools arrive 15 minutes prior to your first activity where possible.

## Registration

STEM Net Zero staff will be on hand to register your arrival and issue teachers with any relevant information. All teachers will be issued with a lanyard so they can be identified in the exhibition. Please ensure these are returned as you leave at the end of the day.

## Workshop Timetable

**The workshop timetable is as follows:**

- 1: 9:45am – 10:30am
- 2: 10:45am – 11:30 am
- LUNCH**
- 3: 12:30pm – 1:15pm
- 4: 1:30pm – 2:15pm

Those attending the AM session will attend workshops 1 and 2.  
Those attending the PM session will attend workshops 3 and 4.

## Event Staff

Should you require any assistance on the day, all of our event staff will be wearing **Green**, STEM Net Zero T-shirts so they can be easily identified.

## Getting Around

Prior to the event, you will be sent a list of the workshops you're attending at STEM Net Zero. Upon arrival, you will receive a map so you can find the room that each workshop takes place in. All workshops are in one building and we have tried to keep schools on the same floor where possible.

## Facilities

The toilets in the venue will be divided into student/teacher toilets and exhibitor toilets. All toilets on the ground floor are for students. Exhibitors have been briefed to only use the toilets on the upper floors. The toilets will be clearly labelled. Please ensure that students and teachers use the toilets allocated for them and not the exhibitor toilets.

## Lunch Arrangements

For those who have arranged to have lunch at the venue. Please advise students, teachers and adult helpers to bring a packed lunch. The workshop's aren't running between 11:30 – 12:30 for Exhibitor lunches. If we are fortunate with weather, you are welcome to have lunch outside, otherwise indoor areas will be shown to you by the our volunteers, who will be on hand to escort you to the lunch areas.

Bin bags will be provided to each teacher so please ensure any rubbish is collected in those bin bags.

## Dress Codes

In order to assist with school identification, all students must wear their school uniform.

All activities are held indoors, practical shoes are recommended. Please advise students to bring a full water bottle. Students can use the taps in the bathroom if they need to re-fill.

## Storage/Lost Property

All personal belongings and coats must be carried throughout the day as unfortunately we do not have space to store personal items. Please advise students not to bring unnecessary items and valuables to the event.

All volunteers have been briefed to hand any lost property to Event Control. If you or your students have lost any belongings, please check if they have been handed in there.

## Photography

There will be a photographer and possibly a film crew on site for publicity and promotional purposes. If you have any children in attendance that cannot be photographed, please highlight this at the point of registration where they will be issued a red lanyard to wear at ALL times.

Photos from the event may be used by third party organisations for promotion purposes. Therefore, all students not wearing a red lanyard must have permission from parents/guardians for their photos to be used by third parties.

## First Aid Arrangements

St John's Ambulance will be in attendance at the event to assist with any medical emergencies.

If an emergency does arise please find your nearest member of event staff who will be able to assist you.

There is a first aid room on site that will be used in the case of any medical emergencies. If there are any serious medical conditions that we should know about, please notify [josh.minto@rtcnorth.co.uk](mailto:josh.minto@rtcnorth.co.uk) in advance.

## Risk Assessments

Risk assessments will be emailed to the lead contact at each participating school on 20/06/2025.

## Social Media Pack

We'd really appreciate your support in spreading the word about STEMFest through your social media channels. To help you to do this we've pulled together some key pointers and a few suggested posts which you are welcome to share or adapt for your audiences.

We've also added a downloadable STEMFest logo to our website to use to complement your posts.

Please see the Social Media Pack on our website for further information.

## Quiet Room / Multi Faith Prayer Room

If you or your students require a prayer room, we have a room allocated to be used for this. We also have quiet areas to be used for any students you have who may benefit from a break from the main exhibition.