



Many thanks for offering to help with the Big STEM Event at Sunderland College on Wednesday 10th February (4 to 6-30pm).

Our design team have produced posters and flyers to go out to our partner schools, as well as a draft of the programme.

Both the main and VPA halls are for stands, tables or displays. Classrooms are for the more interactive demonstrations. Each of the classrooms has an interactive whiteboard with computer.

There is a huge main car park at Bede, but it is quite a distance away from the main building. I have arranged for students to be located at the main entrance from 3-15 pm in order to direct all contributors to a more convenient side car park.

All visitors are to report to reception and sign in. You will be given a yellow visitors badge to wear at all times while on site for safeguarding and security.

A buffet will be available from 3-30pm in room 220B, located behind the main hall. Students will be on hand if you require further refreshments during the event. Experience has shown that guests get very thirsty while talking to the visitors!

I have a set of log in codes for those who wish to use the college internet and asked for an IT Technician to be on hand throughout.

Once again, thank you for offering to help with this initiative.

Kind regards,

Marianne