

Visitor information pack

Date:

9 - 10 March 2022

Venue:

Eikon Conference Centre



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A

Accidents and near misses

If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately, located at the front of the hall.

Accessibility

Full details on accessibility can be found on the Eikon Exhibition Centre webpage: <https://www.eikonexhibitioncentre.co.uk/visitors>

Arrival

On arrival, please head to the main entrance of the Eikon. When you get to the main entrance, you will see UCAS higher education signs– please enter through the glass door and have your ticket ready for inspection. If you do not have a ticket, please report to the registration desk, which will be clearly signposted.

C

Cars

There is free car parking at the front of the Eikon Exhibition Centre. Please follow the direction of the onsite traffic team.

Catering

There will be refreshments available for visitors to purchase in the hall, and the exhibitor and teacher lounge (staff room), at the back of the hall.

The exhibitor and teacher lounge will be serving snacks and sandwiches – cash and card payments are accepted.

Cloakroom

There is a cloakroom service, at the main reception desk in the front foyer.

Coaches

There is coach parking at the venue. Coaches will be directed by the on site traffic team to the drop-off point, and car park. To ensure the smooth and safe running of the exhibition, it is imperative the traffic marshals' instructions are followed at all times.

Covid-19 Precautions

Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

Cleaning

Eikon Exhibition Centre will be regularly cleaning high traffic and touchpoint areas throughout the event.

Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 17 February 2022.

D

Directions

From the M1 motorway

Exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, and take the A1 towards Lisburn. Take the first left on to Blaris Road and turn left on to Halftown Road. The entrance to the Eikon Exhibition Centre is on the right.

From the M2 motorway (Belfast International Airport)

Follow the Westlink to the M1, and exit at Sprucefield, Junction 7. From here, use directions as above.

From Belfast City Airport

Follow signs to Dublin on the Sydenham By-Pass, on to the Westlink, and then M1. From here, use directions as above.

By Belfast Docks

Follow signs for Westlink and M1 motorway. Exit at Sprucefield, Junction 7. From here, use directions as above.

Public transport

Bus service 325G goes to the venue. This operates from Lisburn, Sprucefield, and Hillsborough. The Eikon Exhibition Centre is also only a short taxi ride from Lisburn train and bus stations. The rail route offers access to travellers from all over Ireland, with links running from Belfast and Dublin.

E

Emergency procedures

In the event of an emergency please follow the instructions of our security staff.

Event staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their coral UCAS t-shirts.

F

First aid

If you need first aid during your visit, help can be found at the first aid office, just inside the entrance of the hall, on the left-hand side.

I

Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

The Eikon Exhibition Centre has a WiFi connection. A free 15-minute session is available, by logging into the WiFi network 'CAFE' at the venue.

L

Lost property

All lost property found at the Eikon Exhibition Centre will be handed in to the organiser's office. Items not claimed during the event will be passed to Eikon and kept for six months. After six months, if an item is not claimed, it will be considered abandoned, and Eikon have the right to sell it.

O

Organisers

The organiser's office is located at the front of the hall and is signposted.

P

Parking

Please see the information in the 'Cars' and 'Coaches' section for details.

R

Risk assessment

The organiser has completed a risk assessment for the event, a copy of this can be obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)



Manage Group Bookings Change password Change event Sign out

Manage Group Bookings

You can use this area to help you manage your group booking(s).

Session details - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

Email invitations - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

Individual bookings – a copy of the risk assessment can be requested by emailing events@ucas.ac.uk.

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Student talks – Live / Subject Lounge

Live Lounge and subject lounge talks will run throughout the event within our Main stage and Mini Stage. These can all be found in the main hall and will be signposted. A full programme of events can be found on the event webpage.

Smoking

The venue operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with.