

UCAS exhibitions

Visitor information pack

Date:

6 September 2022

Venue:

Royal Highland 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.

Accessibility

Designated disabled parking spaces are available to customers within the North Car Park. Flat and hard-standing routes link the car park to all Halls. The route and entrance to all Halls are fully accessible & wheelchair friendly. There are accessible toilet facilities available along the Eastern Wall of the Lowland Hall and within the West foyer.

Arrivals

The exhibition is taking place in the Lowland Hall. The entrance to the hall is the west entrance. Whether you are arriving by car or coach will determine how you access the site, so please see the information below under each relevant heading to aid you further.

Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this could compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors' stands. Anyone found to be in breach of this will be asked to leave the event and register again to be readmitted.

Please be aware, the venue will be conducting bag searches – we ask that you keep the number of personal belongings to a minimum.

C**Cars**

If you are arriving by car, please make your way to the North Car Park from the main road. You can park your vehicle here free of charge, and make the short walk to the west entrance of the Lowland Hall.

Cash machines

There is a cash machine available at Ingliston House, a short walk from Lowland Hall.

Catering

There will be refreshments available for visitors to purchase at the front of the exhibition hall.

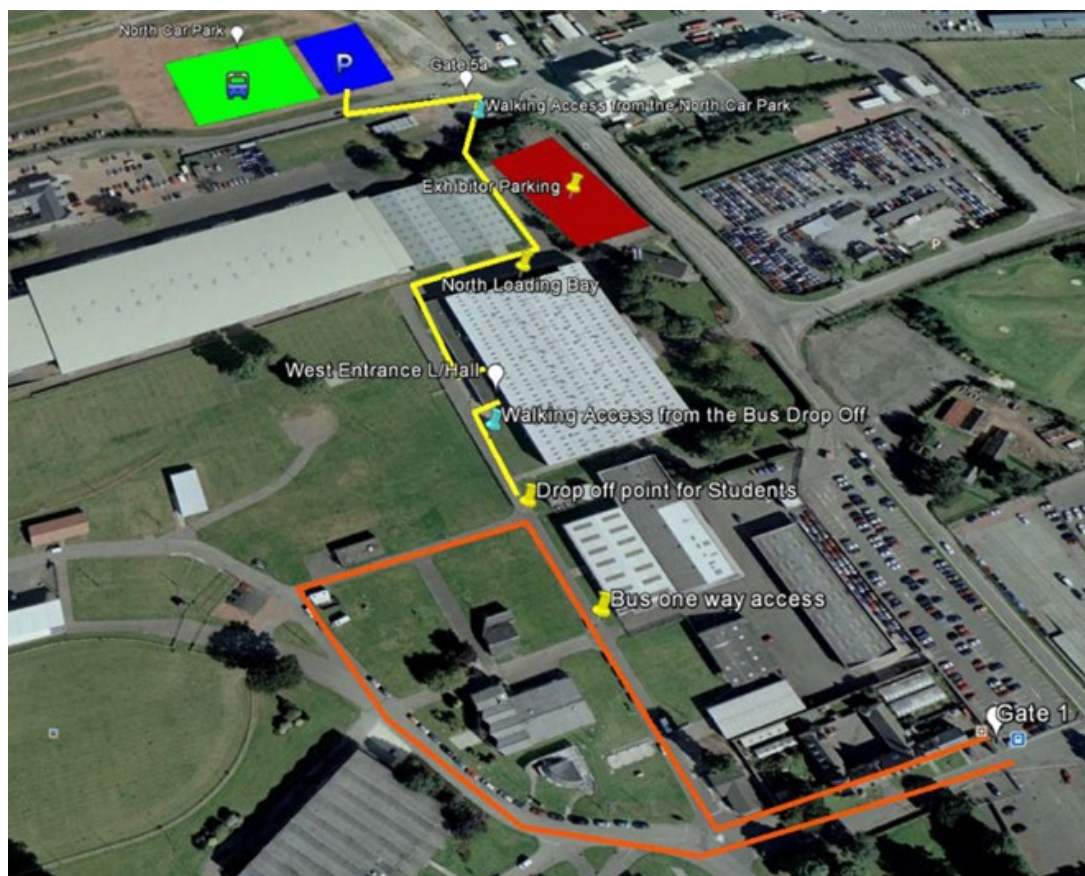
Cloakroom

There are no cloakroom facilities at this venue.

Coaches

If you are travelling by coach, please enter through gate 1 and follow the road up to the drop off point. Coaches will then need to continue around the one-way route to leave via gate 1. If coaches would like to park after dropping off, they will need to go to gate 5a and park in the North Car Park. To meet your coach at the end of your visit, please go to the North Car Park.

If your coach is not parking onsite, they will need to enter via gate 5a when they return to collect you.



Covid-19 Precautions

Correct at date of publishing 27/07/2022, this information may change alongside government advice

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 organiser's office but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the hall.

Hand sanitiser

There are hand sanitiser stations located throughout the venue and our event hall. We will also have a provision of this at the organiser's office but advise that where possible you bring your own.

D

Directions

The Royal Highland Centre is just outside of Edinburgh city centre, next to Edinburgh Airport, and within minutes of the M8 and M9. The Royal Highland Centre sits off Glasgow Road (A8) between Newbridge roundabout and the A8/airport roundabout, one of the main routes to the city. Whether travelling by car, bus, tram, rail, or air, The Royal Highland Centre is easily accessible.

For further details please see the Royal Highlands Centre [website](#).

E

Emergency procedures

In the event of an evacuation, there will be an announcement over the venue's PA system. Should an evacuation of the building occur, please follow the instructions of the venue stewards, and leave the building by the nearest exit.

Event staff

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

F**First aid**

If you require medical assistance, please contact the organisers via the organiser's office in the first instance.

I**Insurance**

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitors' property during an event, they are not 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

An open WiFi network is available at this event, however, a reliable connection cannot be guaranteed.

L**Lost property**

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner claims it. If no owner is found for the duration of the event, the property will be left with the venue.

O**Organisers**

The organiser's office is located at the front of the exhibition hall, next to the entrance and will be signposted. A member of the Events Team will be in the office throughout the event.

P

Parking

Please see the information in the 'Cars' and 'Coaches' sections 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.

Seminars

Student talks will take place in our Live Lounge and Subjects Live zones in the main arena, which will be clearly signposted. A full programme of events can be found on the [event webpage](#)

Smoking

The venue operates a strict no-smoking policy on-site, and asks for your full cooperation in ensuring this is complied with.