

## UCAS exhibitions

# Visitor information pack

Date:

21 September 2022

Venue:

UHI Inverness



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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 general information desk immediately.

### Arrivals

On arrival, please enter through the main reception area and follow directions to the exhibition hall, located on the second floor. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk outside the exhibition hall.

Your exhibition ticket is personal to you and should not be passed on to other group members as this would 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 re-register to gain re-admittance.

## C

### Cars

All visitors must park in the overspill car park at plot 16, adjacent to the entrance roundabout. Please see the campus map at the back of this manual, which highlights exhibition parking.

### Cash machines

Cash machines are available on the campus in the Atrium – this is a chargeable service.

The nearest off-site cash machine is at Tesco Extra, Inshes Retail Park, Milton of Inshes, Inverness, IV2 3TW.

### Catering

There will be refreshments available for visitors to purchase. A selection of sandwiches, snacks, and hot and cold beverages will be available from a range of facilities on-site.

## Coaches

Coaches should drop off at the entrance to the campus building marked in the 1 zone on the campus map, IV2 5NA. **There is no coach car parking on site.**

## D

### Directions

#### Public transport

If you arrive in Inverness by train, there is a taxi rank outside the front doors of the railway station. Ask for UHI Inverness – the taxi drop-off point is at the east entrance to the campus.

The 1b, 2, 2A and 3 buses go to Inverness Campus and leave from Union Street every ten minutes. The 11U and 25U travel directly to the campus, from Nairn and Invergordon respectively.

#### By road

There are a variety of routes which can be taken to the campus. The postcode for satnav use is IV2 5NA.

## E

### Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. In the event of an emergency, please make your way to the nearest exit.

### Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff.

## F

### First aid

If first aid is needed, the exhibitor or witness needs to report the incident to reception – located on the first floor. A first aider will be called, and the incident logged.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitor's 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

Visitors can register for WiFi access through [UHI visitor](#).

## L

### Lost property

If any property is lost or found in the venue, please report it to a member of staff at the general information desk, in the entrance to the exhibition hall.

## O

### Organisers

If you wish to speak to the event organiser, they can be located at the general information desk, in the entrance to the exhibition hall.

## P

### Parking

Please see the 'Cars' and 'Coaches' sections above.

## 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](mailto:events@ucas.ac.uk)

## S

### Security

There are security cameras on-site. Any theft or loss of items should be reported to reception staff, located on the first floor.

### Student talks

Student talks will be running throughout the day in the lecture theatre and are available on a first-come first served basis. They will be signposted, but please ask a member of staff for directions. The full live lounge programme can be found on the [event webpage](#).

### Smoking

UHI Inverness operates a strict **no smoking** policy. There are designated smoking areas outside the venue, which are clearly signposted.

