

Visitor information pack

Date:

13 September 2022

Venue:

SEC, Hall 3, Glasgow



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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 which is located at the back of the hall.

Accessibility

Full details on accessibility can be found on the [SEC website](#).

Arrival

On arrival, please head up the boulevard to Hall 3, where you will see the UCAS signage. Please have your ticket ready for inspection. If you don't have a ticket, please report to the on-site registration desk.

Please note, the venue will be conducting bag searches.

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 register again for readmittance.

C

Car parking

Visitor parking is available on-site in the multi-storey car park (operated by City Parking LLP). The satnav postcode for this is G3 8YW.

Pay machines are on the ground floor, or level 2 of the car park. Payment can be made by cash or card on arrival, or before departure. For more information, please visit the [SEC's website](#). There is a height restriction of 2m.

Catering

There will be refreshments available for advisers and exhibitors (The staff room) at the back of the hall. There are also other catering outlets out in the main foyer of the SEC.

For all other visitors there will be catering outlets available out on the concourse.

Coaches

Coach drivers can drop off visitors at the west entrance to the SEC. They will then be directed by traffic marshals to the coach park, where they can park free of charge until they pick up their visitors.

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

The SEC have an exceptionally high standard of cleaning and 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 16 February 2022.

D

Directions

By road

Those travelling by car should enter the postcode **G3 8YW** into their satnav for the multi-storey. Leave the M8 at junction 19 and join the westbound Clydeside Expressway (A814). From the Expressway, take the exit for the SEC and turn left at the traffic lights. Take the right lane to access the multi-storey.

By rail

The SEC has its own dedicated railway station – Exhibition Centre – allowing easy access from the city centre and suburbs. There are six trains an hour, from Glasgow Central station, and the journey takes around three minutes. More information can be found on the [SEC's website](#).

By bus

The Riversider 100 service operates from George Square in Glasgow city centre directly to the SEC. The X19 Stagecoach service operates near to the Scottish Event Campus, stopping on Finnieston Street only a few minutes' walk from the venue.

E

Emergency procedures

If for any reason it becomes necessary to evacuate the venue, there will be a clear announcement to that effect. Please leave the building by the nearest exit, and follow instructions of the venue staff who will direct you to your nearest assembly area.

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 UCAS t-shirts.

F

First aid

Should you require medical assistance please alert your nearest member of the security team or contact the organisers via the organiser's office.

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

WiFi is available at this event via an open network.

L

Lost property

All property found in the exhibition hall will be handed in to the SEC security desk. Should any visitor lose an item, please come to the organiser's office to report it.

O

Organisers

The organiser's office is located at the back of the event hall.

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 show for 13 September 2022. The venue will conduct random bag searches for the duration of event. Please do not be alarmed by these, they are standard practices for a venue of this size.

If you are a victim of theft, please report it immediately to the organiser's office.

Student talks – Live Lounge

Live Lounge and Subject live student talks will run throughout the event. These can all be found at the back of the hall and will be signposted. A full programme of events can be found on the event webpage.

Smoking

The SEC operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.