

UCAS exhibitions

Visitor information pack

Date:

15/09/2022

Venue:

UWS Ayr Campus



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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 head to main reception (Level 3) and then to the Atrium (Level 2). Please have your ticket ready for inspection. If you do not have a ticket on arrival, please report to the registration desk at Level 2 The Atrium.

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 is 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.

When you arrive, please enter the building through the main door. This brings you into Level 3, please then proceed down the stairs/lift to the Atrium (Level 2) where the event is taking place. Signage will be in place to direct you.

C

Cars

Free car parking will be available in Car Park 1. As there is a barrier system in operation; one of our colleagues will be on duty, please inform them you are a visitor, and you will be given access to the car park. Once parked, please make your way to main reception/Atrium where the exhibition will take place. To exit the car park, simply drive towards the exit barrier, this will lift automatically as you approach.

Cash machines

There is a free cash withdrawal machine, situated on Level 2 (outside the Students Union)

Catering

There will be refreshments available for visitors to purchase in The Coffee Shop situated in the Atrium (level 2) and purchases can be made via card only.

Coaches

Coach drop off/collection will be available in the drop-off zone (past car park 2, towards round about). No charges apply.

D

Directions

Please follow this link to find information on how to get to the campus

<https://www.uws.ac.uk/university-life/campuses/ayr-campus/travelling-to-ayr-campus/>

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.

In an emergency, please notify a member of staff with a coral UCAS t-shirt. If there is a fire evacuation, please follow UWS staff out of the building. A risk assessment has been carried out and you can find a copy of this on your manage booking webpage.

Event Staff

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

F

First aid

If you sustain any personal injuries or are present while an accident occurs, please report in the first instance to the UCAS General Information desk, where a member of the UCAS Team and the event organiser will be situated.

I

Insurance

The organiser has adequate public and employee liability cover. If you would like a copy of this certificate, please email events@ucas.ac.uk.

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

A WiFi network is also provided for visitors who do not have an Eduroam login. The 'Guest' network will be available to select from the list of WiFi networks. When prompted, enter your own email address to register. Once registered, open a browser and log in with the password generated for you during your registration. This password will also be emailed to you.

L

Lost property

If any property is lost or found in the venue, please report it to *the organisers*.

O

Organisers

The organisers can be found at The Street. The lead organiser is Laura Murdoch.

P

Parking

Free car parking will be available in Car Park 1. As there is a barrier system in operation; one of our colleagues will be on duty, please inform them you are a visitor, and you will be given access to the car park. Once parked, please make your way to main reception/atrium where the exhibition will take place. To exit the car park, simply drive towards the exit barrier, this will lift automatically as you approach.

Coach drop off/collection will be available in the drop-off zone (past car park 2, towards round about). No charges apply.

R

Risk assessment

The organiser has completed a risk assessment for the event, and you can find a copy of this on your manage booking webpage.

S

Security

There will be access to the University and venue 8.00am-9.00pm Monday – Thursday and 8.00am-5.00pm Friday. Security is on site during these times. We do advise you not to leave valuables or personal belongings unattended.

Student talks

Student talks will be running throughout the day in the live lounge 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 <https://www.ucas.com/events/ayrshire-ucas-exhibition-2022-403921>

Smoking

University of the West of Scotland adopts the protocol that sets out the approach toward a smoke free environment.

This protocol applies to all staff, students, visitors and contractors and to all University campuses, buildings, grounds and residences. The protocol extends to the use of electronic cigarettes and vaping devices whether they deliver a nicotine dose or not, and the use of these are therefore also prohibited as above. The provisions within the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 are integrated into this procedure