

UCAS exhibitions

Visitor information pack

Date:

27th September 2022

Venue:

Sir Ian Wood Building
Garthdee Campus – RGU
Garthdee Road
AB10 7GJ



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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 the Sir Ian Wood Building, Garthdee Campus. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the Sir Ian Wood Building entrance foyer.

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

On-campus parking is extremely limited so we would advise using public transport where possible. There is limited on-street parking available in the surrounding areas. The number 1 or 2 bus from Aberdeen City Centre brings you to our Garthdee Campus. If you need to drive to campus, you can park in any white or red space but must register your car upon arrival. To do so, please email studentrecruitment@rgu.ac.uk in advance or visit the Sir Ian Wood Building reception upon arrival.

Cash machines

There are a small number of cash machines on-campus but these do incur a charge. All catering outlets operate a card payment option.

Catering

There will be refreshments available for visitors to purchase in the Sir Ian Wood Building refectory.

Coaches

There are limited coach parking spaces available on campus and these must be booked by emailing studentrecruitment@rgu.ac.uk. Coaches are welcome to come on to campus to drop-off and collect visitors but will require prior booking if they plan to wait on-campus. There will be clear signage throughout campus during the event.

If you're travelling by coach or minibus, please follow the directions of the traffic marshals.

D

Directions

The Sir Ian Wood Building is located on our Garthdee Campus and can be accessed via Entrance 1 or 2. The railway and bus stations are located in Aberdeen City Centre, approximately a 45 minute walk away from Garthdee. For those utilising public transport, the number 1 and 2 buses depart Union Street regularly. There is a taxi rank at the railway station and if driving, the postcode of our Sir Ian Wood Building is AB10 7GJ.

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 and follow the instructions of event staff.

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 require the support of a first aider please make your way to the Sir Ian Wood Building reception.

I

Insurance

The organiser has adequate public and employee liability cover.

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

There is free guest wifi available via The Cloud wifi service.

1. Select 'The Cloud' from the available network list

2. Open your internet browser – The Cloud landing page will appear. If it is your first time using The Cloud wifi network, follow the simple one-time registration process OR log in.

If you experience problems getting online with The Cloud while on the RGU Campus, visit www.sky.com/wifi

L

Lost property

If any property is lost or found in the venue, please report it to the Sir Ian Wood Building reception.

O

Organisers

If you wish to speak to the event organiser, they can be located at the Sir Ian Wood Building reception.

P

Parking

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Upon arrival, please follow the directions of the traffic marshals.

R

Risk assessment

The organiser has completed a risk assessment for the event, if you would like to see a copy it can be found on your 'manage your booking page' or via email events@ucas.ac.uk

S

Security

If you need to report anything to campus security, please inform the event organisers located at the Sir Ian Wood Building reception.

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](#).

Smoking

Staff, students, and visitors are advised that smoking and vaping are only permitted in dedicated smoking shelters, which restrict smoking and vaping within 15 metres of any building.

Coach Parking – Sir Ian Wood Building, Garthdee Campus

