

# VISITOR INFORMATION GUIDE

**DATE:** 26 June 2024

**VENUE:** Prifysgol Aberystwyth University

UCAS



# GETTING HERE

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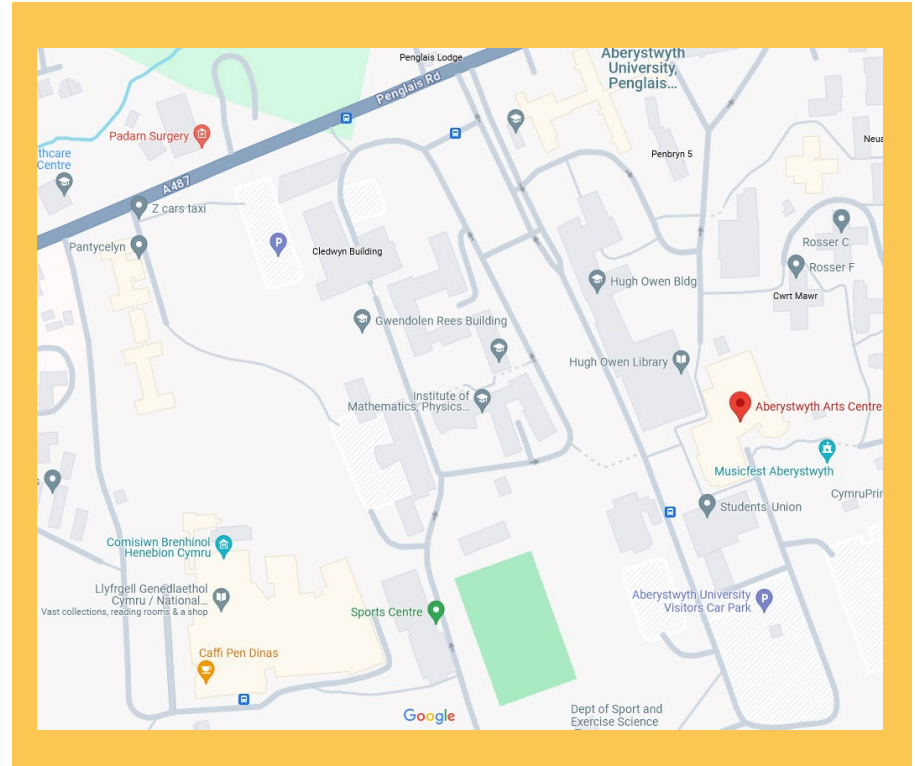
Aberystwyth Arts Centre, Aberystwyth, SY23 3DE

## TRAVELLING BY CAR OR COACH?

Coaches should drop off at the bus stop below the Arts Centre steps and follow directions for parking. Coaches to collect at their allocated time at the same location.

Cars should park in the main visitors car park, pay and display.

Please contact us for any accessibility needs.



# WHILST YOU'RE HERE

## WHEN YOU ARRIVE



On arrival, please head to the **reception point at Aberystwyth Arts Centre**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk.



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 may be conducting random bag and wand searches. We thank you for your patience while this takes place.



# WHILST YOU'RE HERE

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## WIFI

Free guest WiFi is available throughout the site. Connect to PAU Guest.

## ACCESSIBILITY

Accessible toilet facilities are available on the main floor opposite the box office. There is lift access to the exhibitors on the upper floor.

## The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event in the Arts Centre Cinema, by the Box Office. A full programme of events can be found on the [event webpage](#).

## CATERING

Drinks, snacks and light meals are available from the Arts Centre Café, located immediately opposite from the Great Hall.

The Food Hall restaurant is available in the Penbryn Building, and CaffiBach is available in the Gwendolen Rees Building

## 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.



# JUST IN CASE

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## ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by UCAS branded t-shirts.

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the Duty Manager at 07875 664179.

## EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the build via the nearest exit.

## FIRST AID

Requests for First Aid or other assistance can be made at the Box Office or to the Duty Manager.



# FREQUENTLY ASKED QUESTIONS

- **WHAT INSURANCE IS IN PLACE FOR THE EVENT?**

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.

- **WHAT HAPPENS TO ANY LOST PROPERTY?**

Lost property will be handed in at the Box Office.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**

Security is present at the event throughout. If you are a victim of theft, please report it to the event manager immediately.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event and this will be uploaded to the group bookers enet account.



# CONTACT DETAILS

## VENUE

Aberystwyth Arts Centre  
[constaff@aber.ac.uk](mailto:constaff@aber.ac.uk)  
01970 621960

## CONTACT DETAILS

Prior to the exhibition  
**01242 544 808** or email  
[events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## ON SITE GENERAL ENQUIRIES

Event ambassadors,  
wearing UCAS t-shirts,  
will also be available to  
offer help and advice if  
you have any queries

Thank you for registering to attend the **Event** UCAS  
Discovery exhibition.

