

VISITOR INFORMATION GUIDE

DATE: Wednesday 4 September 2024

VENUE: Robert Gordon University, Aberdeen

UCAS



GETTING HERE

GETTING HERE

Robert Gordon University, Garthdee Road, Aberdeen
AB10 7QE

Find out how to find us and download our campus map here:
<https://www.rgu.ac.uk/transport-and-parking>

TRAVELLING BY CAR OR COACH?


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.


There are limited coach parking spaces available on campus and these must be booked by emailing studentrecruitment@rgu.ac.uk




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located at Sir Ian Wood Building**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **located at the Sir Ian Wood Building reception area**.

 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

There is free guest wifi available via The Cloud wifi service. For more information click here:

<https://www.rgu.ac.uk/it-helpdesk/wireless-access>

ACCESSIBILITY

The disabled access will be visibly marked and available to enter the venue. The disabled toilets will be clearly signposted and easily reached at the Sir Ian Wood Building.

CATERING

Catering will be available at Costa from 8:30-15:30 based at Sir Ian Wood Building and Starbucks from 8:30-14:00 based at Ishbel Gordon 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.

The Big Q&A and Subjects Talks

Student talks and workshops will run throughout the event within our Main stage and Mini Stage. These can be both found at the Sir Ian Wood Building and will be signposted. A full programme of events can be found on the [event webpage](#).



JUST IN CASE

UCAS

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. If you need to speak to the organiser prior to the event, please email studentrecruitment@rgu.ac.uk

ACCIDENTS & NEAR MISSES

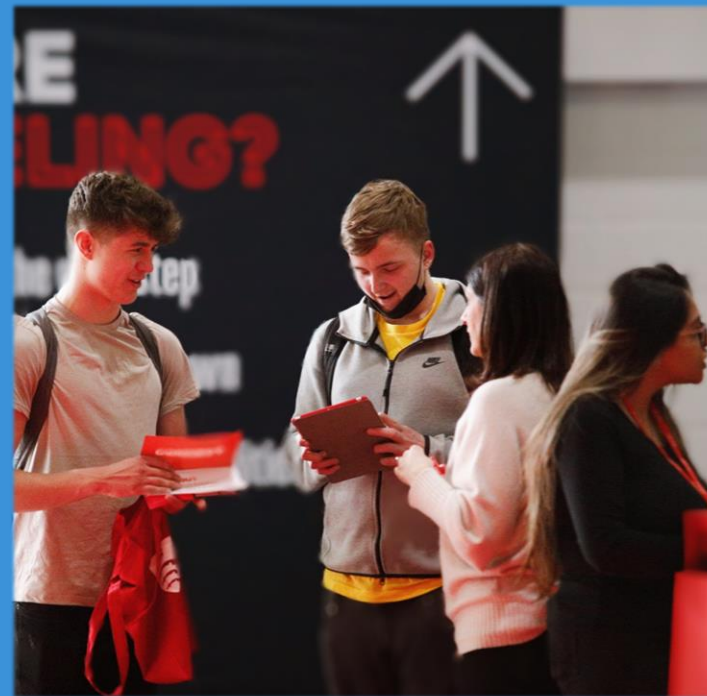
If you are involved in, or witness an accident or near miss while on-site, please report it to **Sir Ian Wood Building reception or event organisers.**

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

First Aid room is located at the reception area of Sir Ian Wood Building, please report to reception staff or event organisers in case of any emergencies or accidents.



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?**

Any found property will be recorded in the logbook at the Sir Ian Wood Building and stored safely by the reception staff for a limited period of time.

- **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

Robert Gordon University
Prior to the exhibition
email
studentrecruitment@rgu.ac.uk

CONTACT DETAILS

Prior to the exhibition
01242 544 808 or email
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.

