

VISITOR INFORMATION GUIDE

DATE: 12 September 2024

VENUE: Ayrshire College, Kilmarnock Campus

UCAS



GETTING HERE

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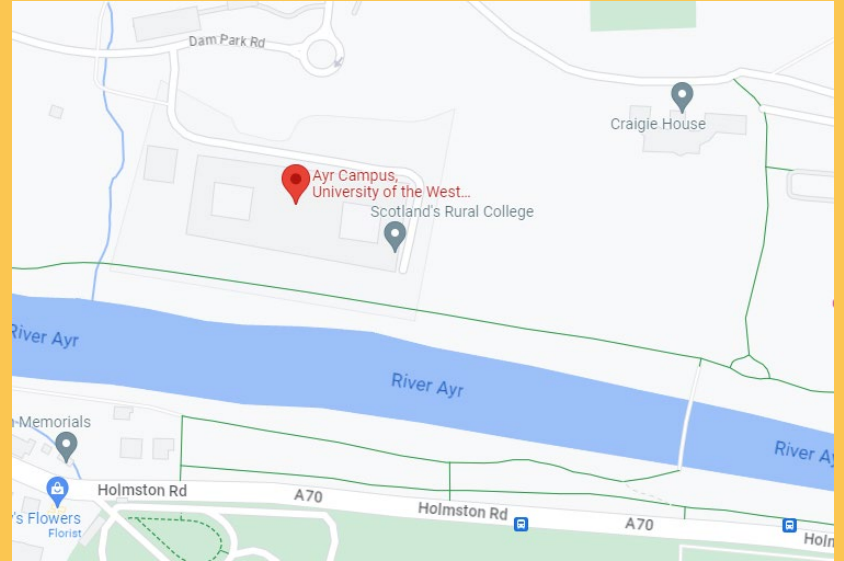
Ayrshire College
Kilmarnock Campus
Hill Street, Kilmarnock
KA1 3HY

TRAVELLING BY CAR OR COACH?

Parking in the college car park will be extremely limited. Alternative parking is available at the train station car park and in the town centre car parks, although you will be charged for this. Parking is also available at Morrisons, however there are time restrictions on this.



If you are considering alternative transport, our Kilmarnock Campus is a one minute walk from the train station and a five minute walk from the bus station.

There is a drop off point for coaches on the road that runs parallel to the college car park, however double yellow lines prevent coaches from parking here.



WHILST YOU'RE HERE

WHEN YOU ARRIVE

-  On arrival you can use the front or back doors to enter the building. The exhibition area is located in the atrium on the ground floor. 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.



WHILST YOU'RE HERE

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WIFI

No WIFI available.

ACCESSIBILITY

Our Campus is fully accessible and there are accessible toilet facilities located on every floor.

CATERING

Refreshments can be purchased at The Still Room coffee shop on the ground floor or the Refectory on the first floor. Vending machines are also available on each floor.

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 will run throughout the event in Open Space. Open Space is a lecture theatre located on the ground floor directly beside the exhibition area. 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 organisers, they will be based in the exhibition venue and can be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call Emma McIlvanney on 01563 495035.

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it at the UCAS General Information desk immediately.

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

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.



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?**

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

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

Ayrshire College 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 college campuses, buildings and grounds. 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.

- **WHAT SECURITY IS THERE?**

CCTV is in operation in and around the campus 24/7. We do advise you not to leave valuables or personal belongings unattended. If you are a victim of theft, please report it to at the UCAS staff 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

Emma McIlvanney
emma.mcilvanney@ayrshire.ac.uk
01563 495305

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.

