

## UCAS exhibitions

# Visitor information pack

Date:

5 April 2022

Venue:

UWTSD – Carmarthen 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 the registration desk in the Sport Centre (the large green building on the left as you enter campus from College Road). Please have your ticket ready for inspection.

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

Limited parking is available on campus and staff will be on hand to direct visitors to the appropriate parking facilities. There is no charge for parking

### Cash machines

A cash machine is available in the Students' Union. Please ask an ambassador for directions

### Catering

There will be refreshments available for visitors to purchase in the area by the main entrance - **Please note that our catering outlets have gone cashless and we only take payments via card.**

### Coaches

Event staff will be available to direct coaches for dropping off visitors. Ambassadors will be available to direct visitors to find the exhibition centre. Coaches will then be directed to the Dewi car park – coaches are to park at the rear of the Dewi car park.

## D

### Directions

#### Directions

##### **Car**

From the east (M4):- Take the M4 westbound until Junction 49- Pont Abraham Services (end of motorway). Take the first exit on the roundabout for A48- Carmarthen (dual carriageway). This road will take you into Carmarthen. At Pensarn roundabout at the end of the A48, take the 2nd exit over Lesneven Bridge. At the next roundabout take the 1st exit for A40- St Clears/ Haverfordwest. Proceed for 600 yds under a flyover then immediately take the slip road on your left for Johnstown (this turning will take you onto the flyover). At the junction on the flyover turn left. At the next set of traffic lights take the second exit for Jobswell Road (an immediate left after passing the Friends Arms). Continue up the hill, take a right at the traffic lights at the top of the hill and take the entrance on your right. The sports centre is to the left as you enter the campus – look out for the large green roof.

##### **Rail**

There is a mainline railway station in the centre of Carmarthen approximately 2.6 miles from campus. There is a taxi rank next to the station.

## E

### Emergency procedures

In the event of an emergency, please make your way to the nearest exit.

There are no fire drills scheduled for the day, so on hearing the alarm you must immediately leave by the nearest indicated exit and make your way towards the assembly points. Do not stop and pick up belongings

The Fire Assembly Point is located by the picnic area which is to the right of the main entrance as you walked in to the building.

### Event Staff

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

## F

## First aid

If first aid assistance is needed please report to the welcome desk in the exhibition hall.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of this can be requested by emailing [events@ucas.ac.uk](mailto: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

Visitors who wish to connect to the internet can log in to eduroam with their personal account details. If visitors do not have an eduroam account, an open network will be available by following the instructions on your device.

## L

### Lost property

If any property is lost or found in the venue, please report it to the welcome desk in the exhibition hall.

## O

### Organisers

If you wish to speak to the event organiser, they can be located at the welcome desk in the exhibition hall.

## P

### Parking

Event staff will be available to direct coaches for dropping off visitors. Ambassadors will be available to direct visitors to find the exhibition centre. Coaches will then be directed to a designated coach park.

## R

### Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## S

### Security

On-site security will be on campus throughout the event.

### 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

A smoking area is located outside the Student Union bar.

