

UCAS

DISCOVERY

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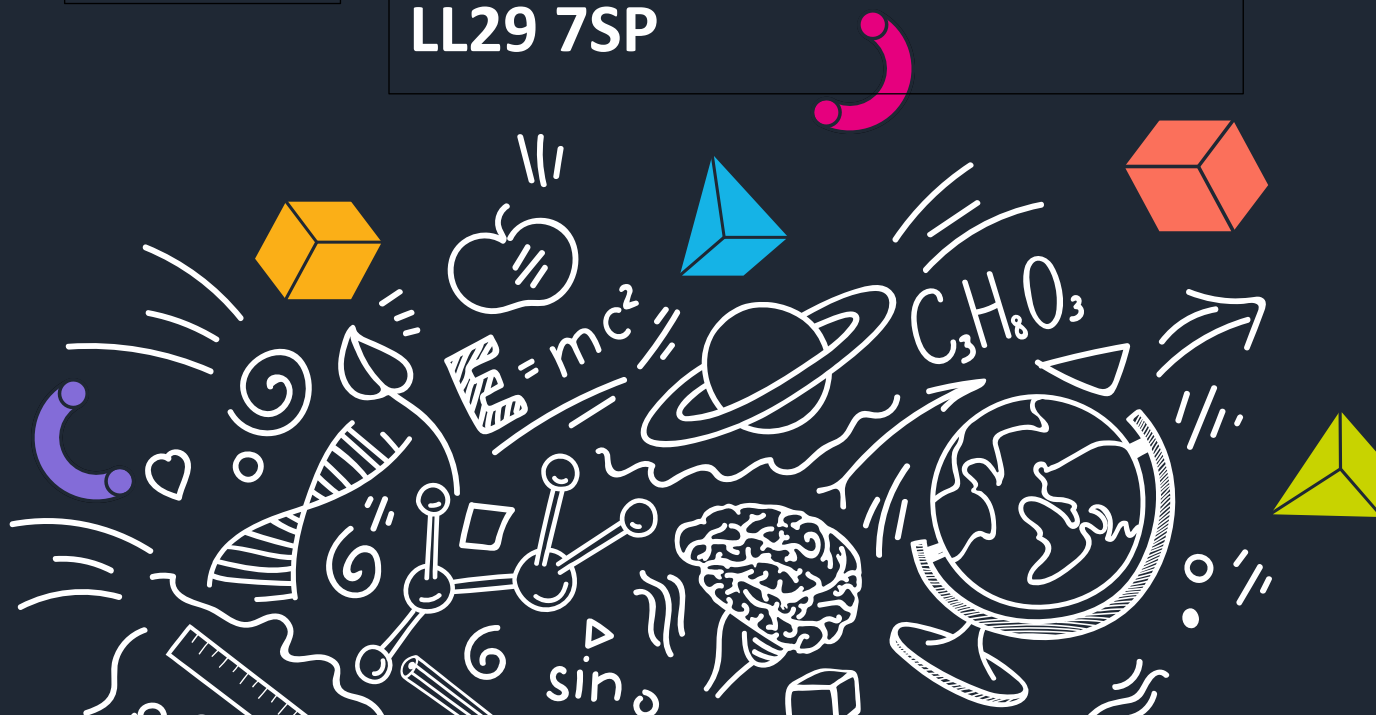
# Visitor information pack

Date:

Wednesday 27<sup>th</sup> April

Venue:

Eirias Events Centre, Conwy  
LL29 7SP



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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 reception area of the Eirias Events Centre. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the on-site registration desk which will be clearly signposted.

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

There is free parking in the Eirias Park Car Park just next to the Events Centre. Please follow the direction of the on-site traffic team.

### Cash machines

There are no cash machine's at the venue, the nearest can be found at the petrol stations on Abergele Road.

### Catering

There will be refreshments available for visitors to purchase in the café which is located in the Leisure Centre next door. The café is open from 10am – 5pm and accepts both card and cash payments.

### Coaches

Coach parking is available on a first come first served basis. Coaches will be directed by the on-site traffic team to the drop-off point, and then to the car park.

## D

### Directions

#### By Train

Colwyn Bay train station is accessible from both directions if travelling by rail. From the station, Eirias Park is about a 10 minute walk or just a couple of minutes in a taxi.

#### By Car

Eirias Event Centre is situated off junction 22 on the A55, signposted Old Colwyn / Hen Golwyn. If travelling from the direction of Chester, exit at junction 22, and turn left at the end of the slip road and head up the road. At the roundabout take the 4th exit onto Abergele road and we are situated a short distance from here on the right hand side. If travelling from the direction of Bangor, take the exit at junction 22, head down the slip road and turn right. At the roundabout take the 4th exit onto Abergele road and Eirias Park is situated a short distance from here on the right hand side.

## 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 the security staff.

### Event Staff

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

## F

### First aid

The first aid point is located next to reception (the Physio room). If you or another visitor requires first aid then please alert a member of the UCAS event team or security team.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be requested by contacting the events team [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

Free wifi is available across the site. This can be accessed by selecting the 'Am-ddim Free' network and completing the basic form to gain access.

## L

## Lost property

If any property is lost or found in the venue, please report it to the reception area. The venue will hold lost property items for a maximum of 2 weeks on-site.

## O

## Organisers

If you wish to speak to the event organiser, they can be located in the reception area on the organisers desk.

## P

## Parking

Please see the information in the 'Cars' and 'Coaches' section for details.

## R

## Risk assessment

The organiser has completed a risk assessment for the event, a copy of this can be obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)

## Manage Group Bookings

You can use this area to help you manage your group booking(s).

**Session details** - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

**Email invitations** - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

Individual bookings – a copy of the risk assessment can be requested by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## S

### Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's desk or reception immediately.

### Student talks

Student talks will be running throughout the day in the live lounge and are available on a first-come first served basis. The full live lounge programme can be found on the event webpage <https://www.ucas.com/events/north-wales-ucas-exhibition-2022-403901>

### Smoking

The venue operates a strict no smoking policy. Smoking is only permitted in the designated areas by exiting the facility via Gate B or C.