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UK TOUR

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AN EXCITING  
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DISCOVERY

**YOUR FUTURE STARTS HERE**

**LIVE LOUNGE - WHAT'S ON?**

10:30 - 12:30	Open days
13:30 - 13:50	Open days
14:00 - 14:20	Open days

**SUBJECTS LIVE**

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds Skills and Accommodation
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Apprenticeships
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative Arts

**1 LISTEN TO SPECIALIST TALKS**  
Take part in the Q&As, chat to experts and hear about your different options in the Live Lounge.

**2 GET EXPERT ADVICE**  
Speak to universities, employers, and UCAS about your future course.

**OPEN DAYS**  
UPCOMING OPEN DAYS

20 JAN 10:00	20 JAN 10:00	20 JAN 10:00	1 OCT 10:00
20 JAN 13:00	20 JAN 13:00	20 JAN 13:00	2 JAN 10:00

**STEM MEDICINE BUSINESS**

**WELCOME AREA**

**MAKE IT REAL**

# EVENT LOCATION INFORMATION

Location specific information for  
Aberdeen UCAS 2023

UCAS

# EXHIBITING AT

**EVENT:** Aberdeen

**DATE:** Wednesday 6<sup>th</sup> September 2023

**OPENING TIMES:** 09:30 – 15:00

**VENUE:** Science Teaching Hub  
Bedford Road  
University of Aberdeen  
AB24 3AA



# EVENT INFORMATION

## ACCESSIBILITY

The Science Teaching Hub is fully accessible. The main entrance to the Science Teaching Hub has step free access and there are lifts to the First and Second Floor. Accessible Parking is available next to the Science Teaching Hub. Full details on accessibility of the building can be found [here](#).

There is a quiet room available on the second floor of the Student Union Building available from 11:30am – 3:30pm should anyone wish to sit here at any point. Please ask a member of staff or student ambassador for directions if needed.

## ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

[Premier Inn Aberdeen City Centre](#) – North West Street, Aberdeen, AB24 5AS

[Leonardo Hotel Union Square](#) – Guild Street, Aberdeen, AB11 5RG

[Ibis Hotel](#) - 15 Shiprow, Aberdeen, AB11 5BY

Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

## CAR PARKING

Exhibitors may park on campus for those wishing to travel by car. Please ensure a parking permit is displayed clearly.

Exhibitors may park in the large car park beside the library which is a short walk to the venue. This is located on Bedford Road. Please note, Bedford Road must be accessed from St Machar drive due to bus gates.

**Exhibitors may use the layby and spaces next to the Science Teaching Hub for quick drop off only and then must move to the big car park located next to the Sir Duncan Rice Library. Spaces are first come-first serve; the car parks tend to get very busy after 08:30am. A permit will be required to be displayed on your dashboard and can be printed off from the Exhibitor area on the UCAS website.**

# EVENT INFORMATION

## CATERING

Please note that the exhibition will not close for lunch. Many catering outlets on campus will be open during the event. The closest catering option to the event is the Student's Union Building which has a café on the ground floor and a food court on the first floor (open 11:30am – 3:30pm). There is also a café on the ground floor of the Sir Duncan Rice Library. Free tea/coffee will be available for teachers and exhibitors in the teachers and exhibitor's lounge, based on the first floor of the event venue. There are water bottle refill points available in the venue, on the ground floor

## FIRST AID

If first aid is required, please let a member of staff know on the welcome desk.

## INTERNET

Visitors with eduroam log ins should be able to access the eduroam wifi. Other visitors can connect to 'Aberdeen City Connect.'

## SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk [not sure what this is called] to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk) least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

# LOGISTICS

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## SCHEDULE:

### **BUILD DAY: Tuesday 5<sup>th</sup> September**

14:30 – 16:00 Event set up – contractor deliveries can be made during this time

16:00 – 18:00 Exhibitor/contractor access

### **EVENT DAY: Wednesday 6<sup>th</sup> September**

07:00 – 08:00 – UCAS set up and contractor access

08:00 – 09:00 Exhibitor access

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:00 – 17:00 Event Breakdown

## ARRIVAL

On arrival, exhibitors should enter the Science Teaching Hub via the Main Entrance and proceed to the foyer where the exhibitor help desk is situated.

## BUILD-UP

Build-up times: **Tuesday 5<sup>th</sup> September 14:30 – 18:00 (contractors); 16:00 – 18:00 (exhibitors)**

Event day and build time: **Wednesday 6<sup>th</sup> September 08:00 – 09:00**

Exhibitors can park in the spaces next to the Science Teaching Hub to unload, subject to space availability, and then proceed to park in the big car park next to the library. Both car parks can be accessed from Bedford Road. A permit will be required.

Contractors can park at the delivery access area through the silver gates behind the Science Teaching Hub while unloading/loading and setting up.

## Storage

Unfortunately, there is no exhibitor storage available.

# LOGISTICS

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## BREAKDOWN

Breakdown time: 15:00 – 17:00, 6<sup>th</sup> September 2023

Contractors can access loading doors from 15:00 onwards, once UCAS has closed the event.

Exhibitors may start breakdown once the building is clear of visitors and UCAS has closed the event. We anticipate this to be around 5 – 10 minutes after the event end time. Loading doors will remain closed until the event has been officially closed by UCAS.

## DELIVERIES

If you require anything delivered prior to the event, please contact [ukteam@abdn.ac.uk](mailto:ukteam@abdn.ac.uk) for more information

## ORGANISERS

If you need to speak to one of the event organisers during the event, please head to the exhibitor help desk.



# CONTACT DETAILS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

T: 01242 544 808

### Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite organiser's office at each event for any questions you have or help you need

