

VISITOR INFORMATION GUIDE

DATE: 14th September 2023

VENUE: UWS Ayr Campus

UCAS



GETTING HERE

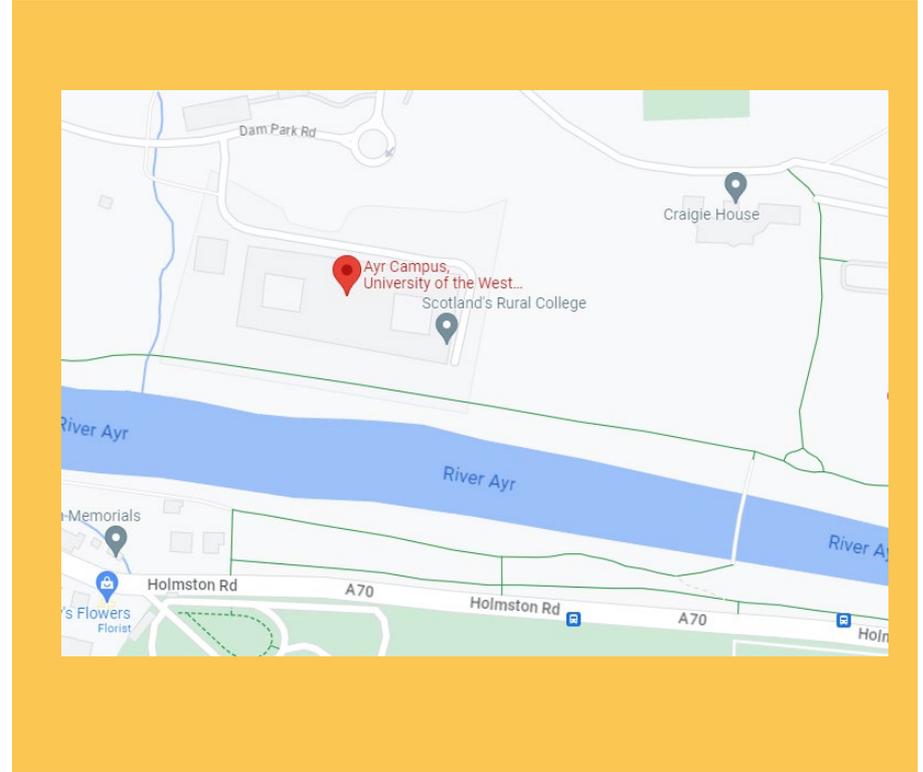
GETTING HERE

UWS Ayr Campus
University Avenue
Ayr
KA8 0SX

TRAVELLING BY CAR OR COACH?

Free car parking will be available in Car Park 1. As there is a barrier system in operation; one of our colleagues will be on duty, please inform them you are a visitor, and you will be given access to the car park. Once parked, please make your way to main reception/Atrium where the exhibition will take place. To exit the car park, simply drive towards the exit barrier, this will lift automatically as you approach.

Coach drop off/collection will be available in the drop-off zone (past car park 2, towards round about). No charges apply. Coaching parking will NOT be available.



WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the main entrance located on Level 3. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk located on level 2 – The Atrium.

 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

No WIFI available.

ACCESSIBILITY

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

CATERING

There will be refreshments available for visitors to purchase in The Coffee Shop situated in the Atrium (level 2) and purchases can be made via card only.

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 Lecture Theatre 2. Lecture Theatre 2 can be found on Level 4 and will be signposted. A full programme of events can be found on the [event webpage](#).



JUST IN CASE

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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 by phone prior to the event, please call Laura Murdoch on 07787669054.

ACCIDENTS & NEAR MISSES

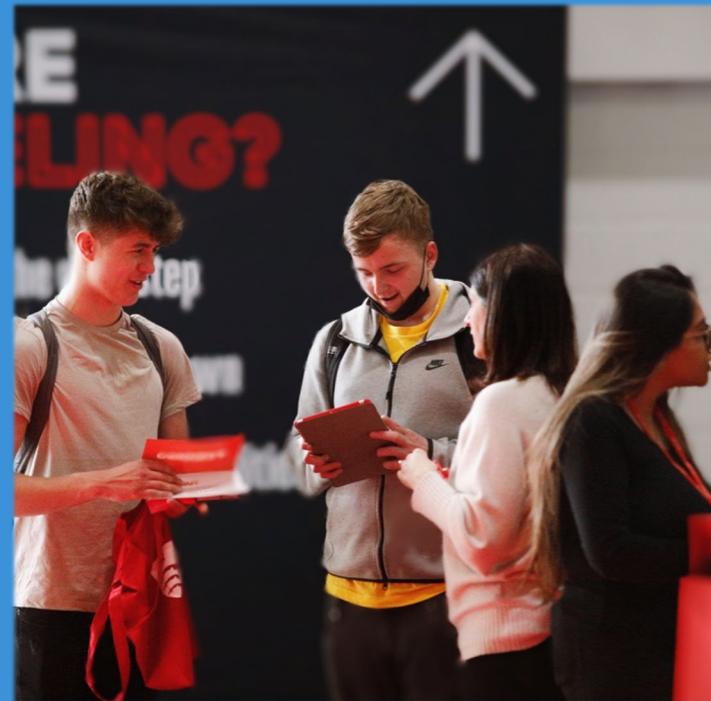
If you are involved in, or witness an accident or near miss while on-site, please report it at the UCAS General Information desk immediately.

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

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- **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?**

University of the West of Scotland 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 University campuses, buildings, grounds and residences. 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?**

There will be access to the University and venue 24/7. Security is on site 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 General Information desk 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

Laura Murdoch
Laura.Murdoch@uws.ac.uk
07787669054

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.

