VISITOR INFORMATION GUIDE

DATE: **Wednesday 24th** April 2024
VENUE: Carmarthen

UCAS

GETTING HERE

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University of Wales Trinity Saint David
Carmarthen Campus, Sports Centre
Heol y Coleg
Carmarthen
SA31 3EP

📍 TRAVELLING BY CAR OR COACH?

Please enter here instructions for coaches. Coach permits can be collected from the Sports Hall on the day.

COACH PARKING IS NOT AVAILABLE ON CAMPUS.

Car parking is available on the gravel area in front of the sports hall.

WHILST YOU'RE HERE

WHEN YOU ARRIVE

On arrival, please follow the signs and head to the **Sports Hall.** Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the front of the Sports Hall.

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

UCAS

WIFI
Eduroam
UWTSD Guest

Any problems visit the information point.

ACCESSIBILITY
The Sports Hall has disabled access with suitable toilets within.

CATERING
Teas & coffees are located in the Exhibitor Lounge.
Additional catering options can be found in the Merlin building or CWAD.

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 talks
Student talks can all be found in the main hall and will be signposted. 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 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 +441792481228.

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the information point at the front entrance.

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

Staff are first aid trained and you can find Jack Tremlett in the front office of the sports hall.

FREQUENTLY ASKED QUESTIONS

UCAS

- **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?**
Any lost property will be handed to the Sports Hall Reception.

- **CAN I SMOKE/VAPE ON SITE?**
Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**
Security is present at the event throughout. If you are a victim of theft, please report it to the event manager 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
Gabriella Smith
g.smith@uwtsd.ac.uk
info@uwtsd.ac.uk

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.