

VISITOR INFORMATION GUIDE

DATE: 3rd September

VENUE: Elphinstone Hall, University of Aberdeen
AB24 3FX

UCAS



GETTING HERE



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The event will take place on our King's Campus in Elphinstone Hall - AB24 3FX

<https://maps.app.goo.gl/z7FbgWouTkn4UrTR9>

What3words: ///entertainer.ruler.aspect



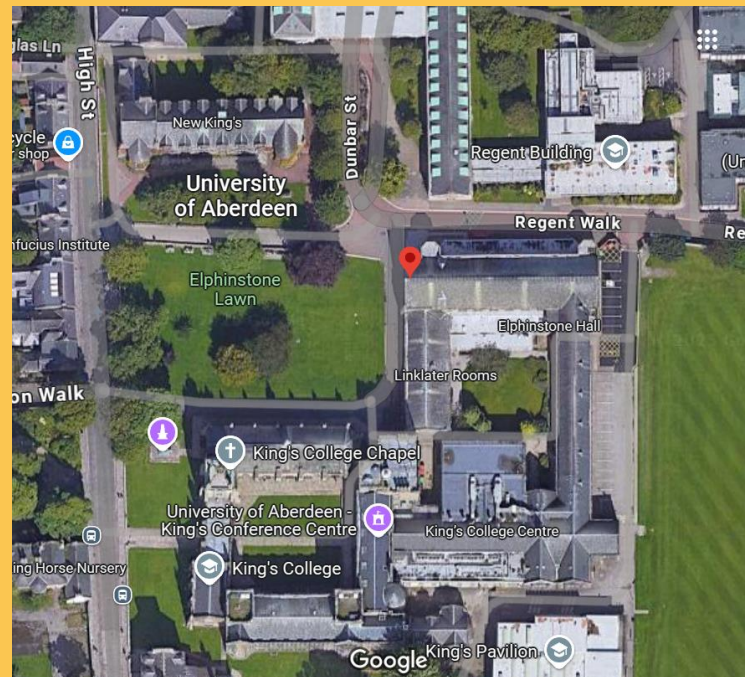
TRAVELLING TO CAMPUS

Coaches may drop off in the layby on the High Street or at the turning circle next to the Sir Duncan Rice library.

PLEASE NOTE, COACH PARKING IS NOT AVAILABLE

There is **no parking on campus** so we would encourage use of public transport where possible. Many city buses stop on King Street which is a very short walk to the venue.

Blue badge parking available on campus in designated bays without a permit.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the **Elphinstone Hall**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **in the Elphinstone Hall Foyer**.



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

AberdeenCityConnect wifi is available on campus and throughout the city.

ACCESSIBILITY

Ramped entrance is available to Elphinstone Hall via the side of the building. Accessible toilets are also located within the building. Campus Access guides available:

<https://www.accessable.co.uk/university-of-aberdeen>

Prayer facilities and quiet space located in the multi faith chaplaincy – just across the quad from the event.

CATERING

There are many food outlets on the High Street across the quad from the venue. There is also a food court located in our Student Union Building with a large range of options.

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. These can all be found in guide 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 prior to the event, please email ukteam@abdn.ac.uk.

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it **to the first aid desk in Elphinstone Foyer**.

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

First Aid will be located in Elphinstone Hall Foyer. Please see a member of staff in a UCAS t-shirt if you need directions.



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?**

Any lost property will be kept at the first aid desk. Please report here or to an event organiser if you have lost or found anything.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, 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, this will be available to view by logging into your group booking and selecting the "Risk Assessment" tab.



UCAS

CONTACT DETAILS

University of Aberdeen

UK Student Recruitment Team

ukteam@abdn.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 UCAS Discovery Aberdeen exhibition.

