

VISITOR INFORMATION GUIDE

DATE: TUESDAY, 23 SEPTEMBER

VENUE: CARNEGIE CONFERENCE CENTRE

UCAS



GETTING HERE



GETTING HERE

Carnegie Conference Centre,
Halbeath,
Dunfermline,
KY11 8DY



TRAVELLING BY CAR OR COACH?

Coaches must park in the overflow car park at the front, left of the building. Passes are not required. What 3 Words
[///warbler.position.tutorial](http://warbler.position.tutorial)

Cars may use the car park located at the front of the building. There is no cost. What 3 Words [///warnings.hillsides.shrug](http://warnings.hillsides.shrug)

Location

Nearest motorway
M9

Nearest junction
J3

Nearest station
**Dunfermline Queen
Margret Station**

Nearest airport
Edinburgh Airport



WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the main entrance located at the front of the building. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk. Staff will be on hand to direct.

 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

WiFi details will be displayed on posters at the venue.

ACCESSIBILITY

Disabled parking spaces are located to the front of the building. Inside there is a lift to reach the event space with accessible toilets located adjacent. These can be signposted by event staff.

CATERING

Water fountains are located throughout the venue. Vending machines are available on the first floor with a selection of drinks and snacks.

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, workshops, and performances will run throughout the event. These can all be found in the main hall and will be signposted. A full programme of events can be found on the [event web page](#).



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 email events@fife.ac.uk

ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to any member of event staff.

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

Please make any member of event staff aware if you require first aid.



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?**

Lost property will be handed in to the reception desk.

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

Please use the designated smoking areas on the Conference Centre grounds.

- **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 available to download by logging into your group booking and selecting the Risk Assessment tab.



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CONTACT DETAILS

VENUE

Name: Carnegie
Conference Centre

Email:
info@carnegieconferencecentre.co.uk

Telephone: **03442480142**

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 Fife exhibition.

