

VISITOR INFORMATION GUIDE

DATE: 6th September 2023

VENUE: Science Teaching Hub, Bedford Road,
University of Aberdeen

UCAS



GETTING HERE

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Science Teaching Hub
University of Aberdeen
Bedford Road
Aberdeen
AB24 3AA

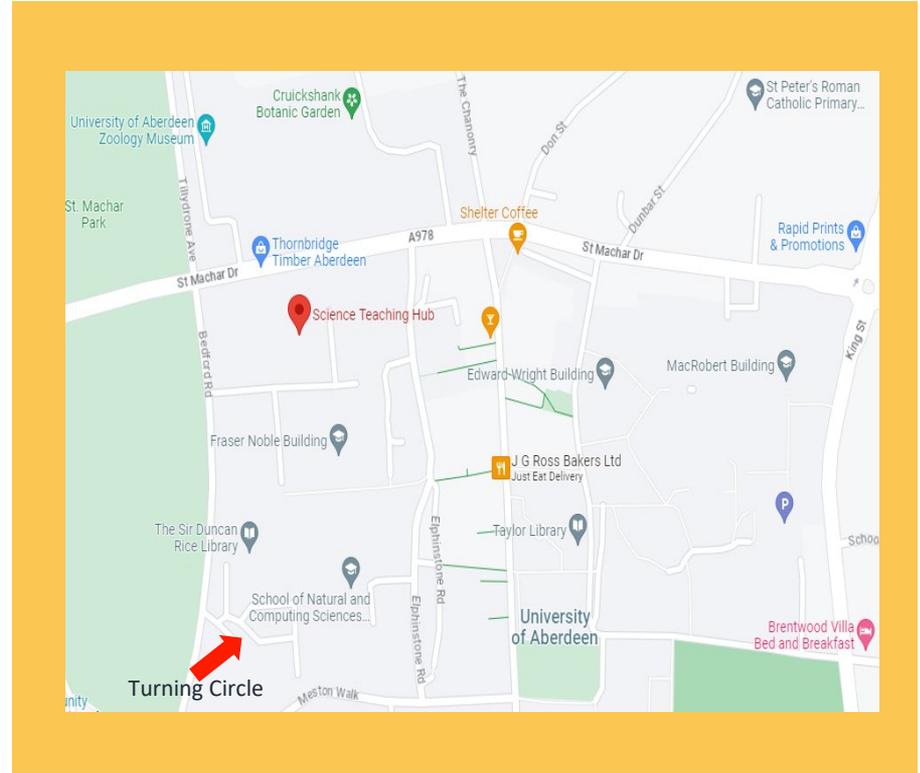
Campus maps including accessible and illustrated copies [can be accessed here](#)

TRAVELLING BY CAR OR COACH?

Coach and car drop offs and pickups can be made at the turning circle indicated on the map.

PLEASE NOTE, COACH AND CAR PARKING IS NOT AVAILABLE ON CAMPUS. Please use public transport where possible.

Please ensure you are entering Bedford Road from St Machar Drive and be aware of bus gates further up Bedford Road.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



On arrival, please head to the **Science Teaching Hub**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk inside the Science Teaching Hub 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

UCAS

WIFI

You can join Aberdeen-city-connect for free

ACCESSIBILITY

The Science Teaching Hub is a fully accessible building with step free access and lifts to upper floors. Accessible toilets are located on each floor.

A quiet space is also available 11:30am – 3:30pm in room 101 on the second floor of the Student Union Building.

CATERING

The Student Union Building, located behind the Science Teaching Hub has a food court and café. There is also a range of other outlets across campus.

Please note we run a cashless campus.

Water bottle refill stations are available in the venue.

EVENT STAFF

For general queries during the event (e.g., directions to facilities), ask any of the event staff or student ambassadors, who can be identified by their UCAS-branded t-shirts.

The Big Q&A

A range of talks will run throughout the event in our Live Lounge. These can all be found in the Science Teaching Hub 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 **01224 273487**

ACCIDENTS & NEAR MISSES

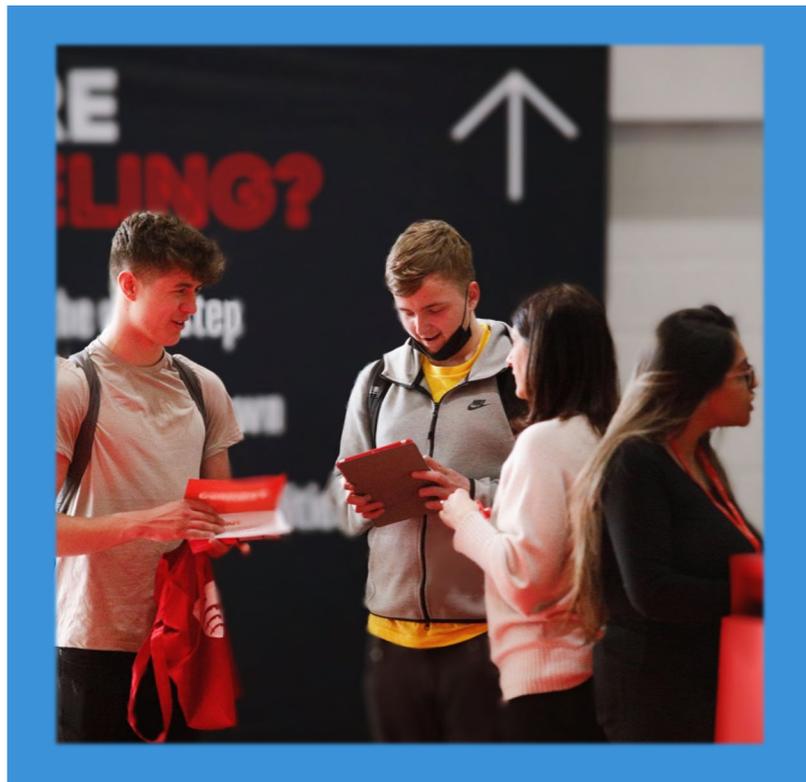
If you are involved in, or witness an accident or near miss while on-site, please report it **to the information point at the front entrance.**

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

A number of staff in the building are first aid trained. Should you or anyone require first aid assistance, please report to the information point at the front entrance.



FREQUENTLY ASKED QUESTIONS

- **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?**

Please hand in any lost property to the information point at the front door.

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

Please note, throughout the exhibition there is a strict policy of no smoking/vaping or drinking of alcohol.

- **WHAT SECURITY IS THERE?**

Security is present across campus throughout the event. 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

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 **Event** UCAS
Discovery exhibition.

