

VISITOR INFORMATION GUIDE

DATE: Tuesday 19 September 2023

VENUE: UHI Moray

UCAS



GETTING HERE

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UHI Moray, Moray Street, Elgin, IV30 1JJ

Public transport - UHI Moray is located in Elgin city centre, with easy access from Elgin railway station (five-minute walk) and Elgin bus station (ten-minute walk).

By road - There are a variety of routes to access Elgin city centre, where the college is located. The postcode for satnav use is IV30 1JJ.

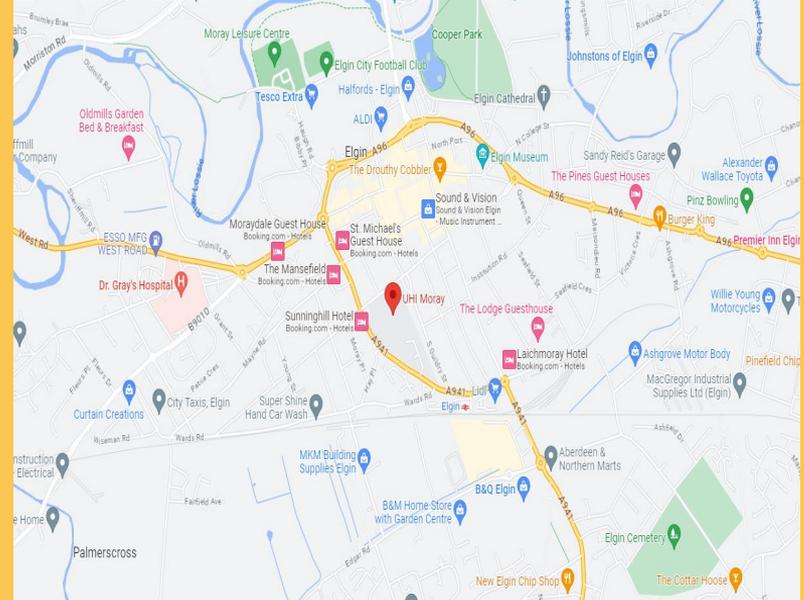
TRAVELLING BY CAR OR COACH?

Car parking at the exhibition is limited. For car parking facilities in Elgin, please visit the [Moray council website](#).

Coaches should drop-off and collect visitors at the large car park at the back of the building, accessed via Hay Street [opposite the fire station].

An event representative will greet you at the drop-off point and direct your group safely to the exhibition.

Please note, there is no available coach parking.



WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located on the ground floor**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **located to the left as you arrive through the main door**.

 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

Visitors can register for WiFi through:

[UHI visitor](#).

ACCESSIBILITY

Full details on accessibility can be found on our webpage:

[UHI Moray](#)

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event within our Main stage and Mini Stage. These can all be found in the main hall and will be signposted.

CATERING

There will be refreshments available for visitors to purchase.

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.



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 **Rachael Kennedy** on **07855525673**

ACCIDENTS & NEAR MISSES

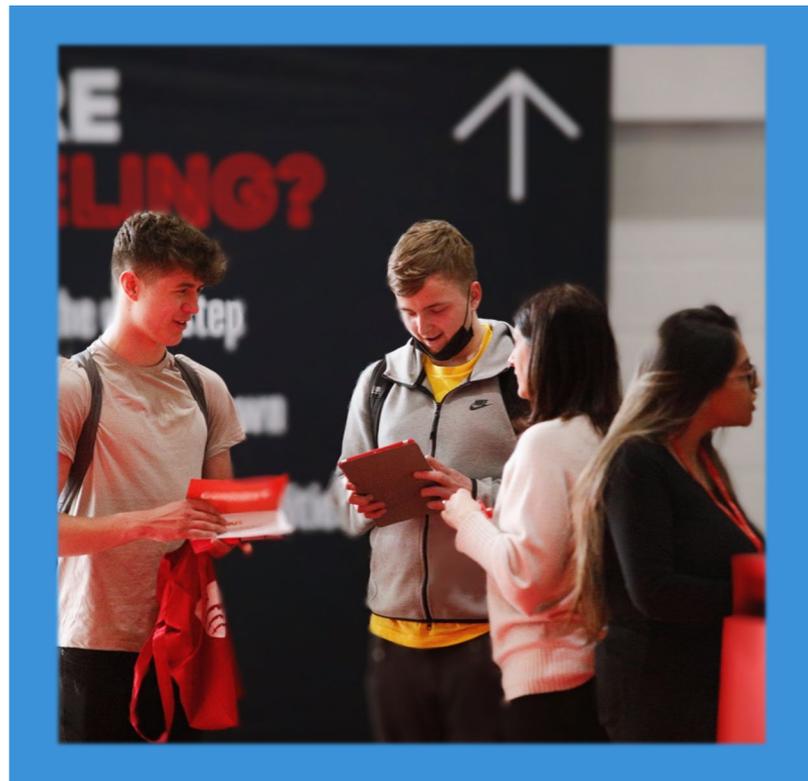
If you are involved in, or witness an accident or near miss while on-site, please report it **UHI Moray's reception desk**.

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 report to UHI Moray's reception desk and a first aider will be called.



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?**

If any property is lost or found in the venue, please report it to a member of staff at the general information desk, located at the entrance to the exhibition hall.

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

UHI Moray operates a strict no smoking policy. There are designated smoking areas outside the venue, which are clearly signposted.

- **WHAT SECURITY IS THERE?**

Any theft or loss of items should be reported to staff at the main reception, in the main entrance beside the exhibition hall.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event, if you would like to request a copy please email events@ucas.ac.uk

CONTACT DETAILS

VENUE

Rachael Kennedy
rachael.kennedy@uhi.ac.uk
Telephone: 07855525673

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.

