

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS
DISCOVERY

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

| | |
|---------------|---------------|
| 10:30 - 11:00 | 11:00 - 11:30 |
| 13:30 - 13:50 | 14:00 - 14:30 |

SUBJECTS LIVE

| | |
|---------------|-----------------------------|
| 10:10 - 10:30 | Nursing and Health |
| 10:40 - 11:00 | Law |
| 11:10 - 11:30 | Leeds Skills Academy |
| 11:40 - 12:00 | Apprenticeships |
| 12:10 - 12:30 | STEM |
| 12:40 - 13:00 | Applying to Apprenticeships |
| 13:10 - 13:30 | Business & Finance |
| 13:40 - 14:00 | Creative Arts |
| 14:10 - 14:30 | |

1 LISTEN TO SPECIALIST TALKS
Take part in the Q&As, chat to experts and hear about your different careers at the Live Lounge.

2 GET EXPERT ADVICE
Speak to university, employers, and UCAS about your future plans.

OPEN DAYS

UPCOMING OPEN DAYS

| DATE | TIME | LOCATION |
|--------|-------|----------|
| 10 JAN | 10 AM | 10 AM |
| 10 JAN | 10 AM | 10 AM |
| 10 JAN | 10 AM | 10 AM |
| 10 JAN | 10 AM | 10 AM |
| 10 JAN | 10 AM | 10 AM |

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

EVENT LOCATION INFORMATION

Location specific information for UCAS Discovery Aberdeen 2024

UCAS

EXHIBITING AT

EVENT: UCAS Discovery Aberdeen

DATE: 4 September 2024

OPENING TIMES: 9:30-15:00

VENUE: Robert Gordon University
Sir Ian Wood Building
Garthdee Road
Aberdeen
AB10 7GJ



EVENT INFORMATION

ACCESSIBILITY

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the exhibitor check-in desk in the Sir Ian Wood Building entrance foyer. To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker. Upon arrival please go directly to our Sir Ian Wood Building main entrance, which can be accessed via Garthdee Road Entrance 1 or 2. Campus Map can be found here: <https://www.rgu.ac.uk/transport-and-parking/campus-map>

ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

Norwood Hall Hotel, Address: Norwood Hall, Garthdee Rd, Aberdeen AB15 9FX, Phone: 01224 868951

Aberdeen Altens Hotel, Address: Souter Head Rd, Cove Bay, Aberdeen AB12 3LF, Phone: 01224 379240

Village Hotel Aberdeen, Address: Kingswells Causeway, Kingswells, Aberdeen AB15 8PJ, Phone: 01224 470025

*Please note that these hotels are just a guide for exhibitors, and are not recommended by UCAS.

CARPARKING

We have allocated 1 parking space per exhibitor for 3rd and 4th September 2024. In order to register for your space, please email studentrecruitment@rgu.ac.uk no later than Wednesday the 28th of August with the make, colour, model and registration number of the car. If you are hiring a car and don't have these details, please let us know and we can reserve you a space in the meantime. Confirmation of these details will need to be provided on arrival if not known prior to the event.

Parking on campus is free of charge to registered visitor vehicles parked in any white or red space on-campus (please do not park in disabled or drop-off parking bays). The closest car park to the Sir Ian Wood Building is located opposite the building and is best accessed via Entrance 1 off Garthdee Road. Upon entering the campus follow the road to the right and enter the first car park on your right. If this car park is full you will find an overflow carpark on your right hand side as you continue through campus.

EVENT INFORMATION

CATERING

Complimentary tea and coffee will be provided in room N204 within Sir Ian Wood Building. Additional catering will be available at Costa from 8:30-15:30 based at Sir Ian Wood Building and Starbucks from 8:30-14:00 based at Ishbel Gordon Building.

FIRST AID

First aid room is located at the Sir Ian Wood Building reception. If you sustain any personal injuries, or are present when an accident occurs, please ask for assistance from the organisers or reception staff.

INTERNET

Our services are accessible via eduroam.

For external visitors without eduroam The Cloud wifi service is available across Garthdee campus.

1. Select 'The Cloud' from the available network list
2. Open your internet browser – The Cloud landing page will appear. If it is your first time using The Cloud wifi network, follow the simple one-time registration process OR log in.

If you experience problems getting online with The Cloud while on the RGU Campus, visit www.sky.com/wifi

SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk [not sure what this is called] to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

SCHEDULE: 3-4 September 2024

BUILD DAY: 3-4 September 2024

Tuesday 10:00 – 18:00 Event set up – deliveries can be made during this time (Exhibitor/contractor access from 16:00-18:00)

Wednesday 8:00 - 9:15 Exhibitor access

EVENT DAY: Wednesday 4 September 2024

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public

15:30 – 18:00 Stand breakdown

ARRIVAL

Upon arrival please go directly to the Sir Ian Wood Building main entrance. If you need to unload items or require assistance, please park your vehicle at the Garthdee Campus car park and make your way to the Sir Ian Wood Building reception to register and let the staff know your car registration details (please take a note of your car registration number, colour and make). Once you have registered the reception staff/ organisers will be able to assist you further.

STORAGE

A temporary storage space for exhibition materials has been allocated in the Ishbel Gordon Building, adjacent to the Sir Ian Wood Building. If you require use of the storage area, a member of the events staff can arrange for your materials to be transported and stored appropriately.

LOGISTICS

BREAKDOWN

Breakdown time: Wednesday 4 September 2024 from 15:30-18:00

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 10 to 15 minutes after the exhibition closes, at 15:00 on 4 September 2024. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

If exhibitors start dismantling stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the hall – this is standard industry practice, in line with guidance in the eGuide. This is because stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated in the exhibitors' code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles apply for dismantling, as accessing.

Our Sir Ian Wood Building is open for teaching during the event so please take care when dismantling stands as staff and students may need access.

If you think you might need extra time to build your stand (outside the build-up times stated previously), please contact events@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts.

LOGISTICS

UCAS

DELIVERIES

The venue address for courier is:

Exhibitor Name

Stand Number

Sir Ian Wood Building

Garthdee Road

Aberdeen

AB10 7GJ

Deliveries can be made from 09:00 on Wednesday 28 August 2024. Any deliveries made before this time will not be accepted by the venue and returned to the sender. If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of the following: who your courier is, your courier's contact details, what is being delivered.

ORGANISERS

The organisers can be found at Sir Ian Wood Building reception on 3-4 September 2024, the lead organiser is Ilona Noreikaite. During the exhibition, Ilona Noreikaite can be contacted on 07841409498. Before the exhibition, please contact the organiser team on 07841409498 or at studentrecruitment@rgu.ac.uk.



CONTACT DETAILS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

