

## Member and Visitor Guide to techUK Events

- When booking your ticket for a techUK event online via our website, please select a 'Physical' ticket if you intend to attend the event at the techUK offices, or a 'Virtual' ticket if you intend to join online.
- You will receive a confirmation email for your event upon booking and your joining instructions 1 hour prior to your event commencing. If you do not receive the joining instructions, please check your spam folder and if necessary, get in touch with the contact/s for your event which can be found at the bottom of each event page on our website.
- If you are attending a techUK or partner event physically, we ask that you do not arrive earlier than 10 minutes prior to your event starting.
- If you have tested positive or have any symptoms of COVID-19, please do not come to our office until after your isolation period, or until your symptoms have disappeared. If you have been in close contact with a positive case and are intending to do a test, please do so before coming into our office.
- On arrival, please adhere to the following procedures:
  - Use the hand sanitiser available in Reception to sanitise your hands.
  - Help yourself to a drink and make your way to the relevant meeting room as instructed by reception.
  - Please remain seated throughout the event wherever possible.
- When your event is finished, you will be directed by your host either to the member area to network, or to the exit.
- If you have any questions or concerns whilst onsite, please speak to the person at the techUK reception who will be able to assist you.
- If you are running an event at the techUK office, we ask that you arrive no more than 30 minutes prior to your event commencing when you will have access to prepare for your event.