

**Restroom Information**
Toilets are located at the top of the stairs to the left. Gender neutral available.

**COVID-19 Guidelines**
We would ask everyone to maintain physical distancing and wear a face covering while on campus. Hand-sanitisers are provided on entering and exiting the building.

 Hand sanitising stations are available.

**Travel and Parking Information**
Free parking is available at the front of the building in the main car park. Alloa Train Station is 8-minute walk from campus. For other routes, please visit Traveline Scotland.

**Address and Entrance Point**
Forth Valley College, Alloa Campus, 1 Devon Rd, Alloa, FK10 1PX. Main entry point is via front car park off Devon Road. At reception turn left walk upstairs to the top and turn right. Lift access also available.

**Event Overview**

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| --- | --- |
| 9.30AM to 12PM 9.30AM: 10.00AM11.00PM | **Event:**Free Tea/Coffee/Refreshments available throughout the eventWelcome address: Paul Coffey (CEO S5GC)Kate Forbes (Cabinet Secretary for Finance and the Economy)Cllr Ellen Forson (Leader of Clackmannanshire Council)Alan Lees (Scotland Director, BT Plc)Tom Marchbanks (Business Engagement Manager S5GC)Simon Haston (CTIO BT Plc)BT Use Case demonstrations. Groups of 10 guests per use case demonstration.Buffet Food ServedQ&A & Networking |
| 12PM  | Event close |

\* 5 people per demonstration.

Event Information Pack

**Welcome**
We are looking forward to welcoming you all to our Forth Valley Launch event on the 10 February 2022. Please see an overview of the events activities and requirements.



**Our Partners:**

**Photography**
A photographer will be on-site at the event and will be taking photos throughout. These photos will be used for future Scotland 5G Centre publications and marketing collateral. If you do not wish for your photo to be taken, please contact **tom**.marchbanks@scotland5gcentre.org.

**Catering**

Food and drinks will be available during the event. If you have any dietary requirements, please contact **tom**.marchbanks@scotland5gcentre.org.

**Wi-Fi**

Free Guest Wi-Fi available.

**Additional Requirements**

If you have any additional requirements, please contact **tom**.marchbanks@scotland5gcentre.org.

**Fire and Safety Information**
All fire exits are clearly marked, if the fire alarm goes off at any point, we would ask all attendees to calmly exit via these exit points and assemble at the front of the building. Fire extinguisher are located throughout the building. When exiting, please leave immediately and leave personal items behind.

**First Aid and Defibrillator Information**
On-site a first aid room is available, and a first aider can be reach on extension **3501/2**. A defibrillator can be found at the main reception area.

In an event of an emergency call **999**.

For NHS24 call **111**.