

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.
- On arrival, please adhere to the following procedures:
 - Make sure you are wearing a face mask unless you are medically exempt. Please put your mask on before entering the building on the ground floor.
 - Use the hand sanitizer available in Reception to sanitize your hands.
 - Scan the NHS QR code poster. If you are unable to scan the poster, please provide your details to the techUK reception for test and trace purposes.
 - Please read the COVID-19 notice to members to ensure you are aware of the safety measures we have in place and abide by these rules whilst you are onsite. You will find this on our website here <https://www.techuk.org/covid-19-guidance-for-techuk-members-and-visitors.html> and a copy displayed in our reception area.
 - Help yourself to a drink and make your way to the relevant meeting room as instructed by reception.
 - All seating is positioned to provide some distancing so please do not move any of the chairs.
 - Please remain seated throughout the event. Whilst seated you may remove your face mask.
- When your event is finished, you will be directed by your host either to the member area to network, or you may be asked to leave straight away.
 - Please keep your face mask on until you have exited the building.
- 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.