CAREERS AND PLACEMENTS

University of York
Graduate Recruitment and Internships Fairs 2017

Law: Wednesday 11 October 2017, *12.00 - 15.00
General: Tuesday 17 October 2017, *11.00 - 15.00
Technology: Wednesday 18 October 2017, *11.00 - 15.00

Physics Exhibition Centre, YO10 5DD

* Please note that each fair will be open 30 minutes before the official start time for students with disabilities who have requested early access. Please be prepared to be exhibiting 30 minutes in advance of the start times stated above.

We are looking forward to welcoming you to York. Please find below some further information to help with your preparation for, and attendance at, the fair. If you are not the person who will be attending on the day, please ensure this information is passed on to the person who will exhibit.

Breakfast

- You are invited to join the Careers and Placements team at 09.00 for a continental breakfast. Please confirm your attendance at least 10 days before the fair you are attending.

Event set-up

- The Physics Exhibition Centre will be open from 7am on the day.
- You/your designated courier will be able to drop off materials at the south end of the building in the delivery bay (accessible via Newton Way, YO10 5NA) adjacent to Campus South car park [http://www.york.ac.uk/about/maps/campus).
- Floor plans posted around the building will indicate your exhibitor space.
- All stands will need to be cleared by 4pm.
- The Careers and Placements team and Physics Exhibition Centre do not have the facility to store stand materials delivered in advance. Organisations exhibiting on both 19 and 20 October, please be aware that the Physics Exhibition Centre no longer has a porter present; if you need us to look after any materials overnight, please contact us.
Parking on campus

There are several large-scale building work projects ongoing on campus. This has unfortunately reduced the space available in our parking areas. **We strongly recommend that you travel by public transport.**

If, however, you do wish to drive to campus, we have reserved a number of spaces in Halifax College car park (please see campus map). It is a 10 minute walk from here to the venue, or the [UB1 free shuttle bus](#) runs every 30 minutes between Halifax College and the Students’ Union, which is next to the Physics Exhibition Centre.

There are a number of other pay and display car parks on campus, please see the [campus map](#). Campus West car park is the closest to the Physics Exhibition Centre, although demand is high and spaces are filled from early in the day. If you are still struggling on the day, please call us on **07880 182762**.

Getting to campus from the railway station

- **Bus**: Exit the railway station through the main entrance, and cross the zebra crossing from where the taxi rank and drop off areas are located. Cross the second zebra crossing to a small island where you can catch the no. 66 bus. Travel time is around 15-20 minutes.
  - **Your Bus** (no. 66) departs from the railway station every 6-7 mins. If you show your valid train ticket for that day to the driver, you will get a discounted return to the University for £1.70.

- **Taxi**: Also run regularly from the railway station and on the day we will provide you with taxi details for your return journey.

Facilities on the day

- **Exhibitor space**: you will be allocated a 3m x 2m space, together with a table and 2 chairs. **Please be aware that if you bring a larger stand we will not be able to accommodate it.**

- **Internet access**: the free internet service, CityConnectWiFi, can be accessed from any wireless enabled device and has been designed to provide a fast and secure user experience.

- **Electrical equipment**: please be aware that if you are bringing electrical equipment, it will need to display a current portable appliance test sticker. All stands have an electrical point for use.

Catering

- Complimentary refreshments will be available throughout the day in the Physics Exhibition Centre.
● Two lunch vouchers are included in your stand package. Tickets can be redeemed at the nearby Roger Kirk Centre for any item of food or drink of your choice, up to the face value of the ticket. **Any additional lunch tickets requested on the day will be charged at £10pp and invoiced after the fair.**

**Photography**

● Careers and Placements staff will be taking photographs for use on social media throughout the day. Please let a member of staff know if you do not wish for your photo to be used in this way.

**Event marketing and advertising your opportunities to students**

Our dedicated Marketing team will be promoting the event to students via a range of activities. This will include social media teaser messages, promotion at Freshers’ and Returners’ fairs, Careers and Placements Brand Ambassador activity, posters and plasma screen publicity across campus and on buses around the city, as well as personal email invitations.

Marketing activity will encourage students to view your current graduate and internship opportunities through Careers Gateway, our online vacancy portal. Over the coming weeks, please ensure that your opportunities have been uploaded to your existing Careers Gateway account: [www.york.ac.uk/careers/gateway](http://www.york.ac.uk/careers/gateway)

**Social media**

To help create a buzz about the fair, we would like to encourage you to use the #YorkCareersFairs hashtag on Twitter (we tweet at @UoYCareers). You may wish to say something about looking forward to coming to York, provide a top tip about the sector in which you work, or tell students what you love about your company. We will be using this hashtag in the run up to, and during, the fairs.

#YorkCareersFairs

**Any questions?**

In the lead-up to the fair, please call the Employer Engagement Team on 01904 324257 or 01904 322498.

If you need to contact us on the day of the fair, please call either our Enquiry Desk on 01904 322685, or the Careers and Placements mobile on 07880 182762.