



## CAREERS AND PLACEMENTS

### University of York Graduate Recruitment and Internships Fairs 2018

Law:	Wednesday 3 October 2018, 13.00 - 16.00
Grad Jobs and Placements:	Tuesday 16 October 2018, 10.30 - 15.00
Technology:	Wednesday 17 October 2018, 11.30 - 15.00

*Please note that these times include a 30 minute period at the start of the event to allow early access for students with disabilities.*

*Early access is for students with disabilities or health conditions who will benefit from a quieter environment. Please ensure your stand is ready for these students attending.*

**Physics Exhibition Centre, YO10 5DD**

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.

#### Event set-up

- The Physics Exhibition Centre will be open from 7am on the day of the fair.
- 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 and staff will greet you on arrival to assist you finding your space.
- All stands will need to be cleared by 4pm (5pm for the Law Fair).
- 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 16 and 17 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 at careers-employers@york.ac.uk](mailto:careers-employers@york.ac.uk).

#### Parking on campus

If you are planning to drive to campus, we have spaces reserved in the **Sports Centre pay and display car park**, which is a 2 minute walk from the Physics Exhibition Centre. Parking in this designated area will be free of charge.

If you do not park in this area you **must** purchase a pay and display ticket on arrival. Our ticket attendants will be patrolling the car parks and will issue an £80 fine to any cars not displaying a valid pay and display ticket.

Please see the location of this car park on the campus [map](#) and full address details for satnav below:

### **Sports Centre, Pay and display car park**

University of York  
James Way  
Heslington  
York  
YO10 5NA

If you have a problem on the day and need assistance/information, please call us on **07880 182762**.

### **Getting to campus from the railway station**

- **Bus:** Exit the railway station through the main entrance, and cross over the road using the pedestrian crossing on the right of the station entrance to the bus stops opposite the station. The bus departs from stop RJ. Travel time is around 15-20 minutes.
  - **Your Bus** (no. 66) departs from stop RJ opposite the railway station every 7-8 mins. Tickets can only be purchased as a single trip and cost £2 (each way).
- **Taxi:** Also run regularly from the railway station and on the day we will provide you with taxi details for your return journey. We advise you to book your return taxi early in the day rather than waiting until the end of the fair to make your booking, as it can get very busy at the end of the day.

### **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 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.
- Lunch will be provided and will be available between 12:00-14:00. If you have any special dietary requirements, please let us know by emailing [careers-employers@york.ac.uk](mailto:careers-employers@york.ac.uk)

## Photography

- Careers and Placements staff will be taking photographs for use on social media throughout the day. We will require your written consent to use these photos, so will be asking for this on arrival. 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 following hashtag on Twitter (we tweet at @UoYCareers): **#YorkCareersFairs**

You might like to 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.

## Invoices

Invoices will be sent out shortly after each fair. Please ensure you have let us have your **PO number** (if required) **before the fair** to facilitate this process, [careers-employers@york.ac.uk](mailto:careers-employers@york.ac.uk)

We accept card payment by VISA or Mastercard. Please note we do not accept payment by American Express. Payment instructions can be found on your invoice.

## Any questions?

In the lead-up to the fair, please call the Employer Engagement Team on 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.