University of York: Recruitment Fairs 2019

Law: Wednesday 16 October 2019, 13.00 - 16.00
Grad Jobs and Placements: Tuesday 22 October 2019, 10.30 - 15.00
Technology: Wednesday 23 October 2019, 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.

Location: 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 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 07:00 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](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 with finding your space.
- Exhibitors are welcome to arrive anytime from 08:30 (09:30 for the Law Fair) on the day of the fairs. We ask that exhibitors arrive a minimum of one hour before the fair start time, to allow ample time to register and set up your stand before the fair begins.
- All stands will need to be cleared by 16:00 (17:00 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 22 and 23 October can leave their materials overnight, as the space will be locked. However, please note that materials are left at your own risk. If you have any questions, please contact us at 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 at the back of the Sports Centre 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 any problems on the day and need assistance/information, please call us on **07834 239020** from 08:00 until 17:00 on the day of the fairs.

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 your right as you exit the station 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 strongly 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 taxi firms are also busy with school contracts 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.
- Please note that this year we are trying to reduce our use of plastic bottles, so will be providing only one bottle of water per attendee, which can then be refilled at a water cooler in the Employer Refreshments Room. We encourage attendees to bring your own refillable water bottle on the day to help us further reduce waste.
- 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 Wednesday 9 October by emailing 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 the University 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

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 that you have provided us with your PO number (if required) before the fair to facilitate this process, sending it to careers-employers@york.ac.uk

If you need to set the University of York up as a supplier please request the completion of New Supplier Forms as soon as possible in advance of the date of the fair.
Payment Methods

When making a payment always quote ACCOUNT and INVOICE numbers

- **Cheques:** Payable to "University of York" [In £ Sterling on a UK Bank Account]
- **Remittance Address:** University of York, Fees Office, Unit 1, Market Square, Heslington, York, YO10 5NH

- **Bank Transfer:** SWIFT LOYDGB21657
  Lloyds Bank Plc 30-63-64, 42268468
  IBAN GB73LOYD30636442268468
  BIC LOYDGB21657
  VAT Reg No:GB647205541 / Company Reg No: RC000679

- **Card:** Please be aware that we do not accept payment by card. Please contact careers-employers@york.ac.uk should this cause a problem for you.

If you have any other queries, please contact the Fees Office on 01904 322120/324407 or email fees-office@york.ac.uk, copying in careers-employers@york.ac.uk

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 Careers and Placements mobile on 07834 239020 from 08:00, or the Enquiry Desk on 01904 322685 anytime from 09:00.