



## WORK EXPERIENCE AND PLACEMENT FAIR 2019

Wednesday 23 January 2019  
10.30 am – 3.00 pm, Whitla & South Dining Halls

This event is for organisations offering work experience opportunities including internships, voluntary work, year-long and short-term placements, vacation jobs and schemes as well as work and study abroad opportunities in 2019.

Please complete the WEPF Registration Form providing clear evidence of the opportunities your organisation offers, as this information may be taken into consideration if the event becomes oversubscribed. Please note, incomplete information will delay booking confirmation and your stand will not be allocated until you receive a confirmation email.

The Guidance Notes below will help you prepare for, and complete the booking process.

### **REGISTRATION GUIDANCE NOTES**

#### **1. Do you have an Employer Profile on MyFuture?**

Registration for this event is through MyFuture, if you do not have an Employer Profile click [here](#) for a step by step guide.

If you already have an Employer Profile please ensure that your primary contact for the Fair is a fully registered contact on the system and that the profile has been reviewed and the information included is up-to-date.

#### **2. Preparing to Register**

Please note that the person who submits the booking will be the ONLY person who can access the booking, see the details and make amendments.

Please note that once you start the registration process you cannot save sections and return to the booking, you will be required to complete the booking process from start to finish, therefore, we recommend that you prepare for registration as follows:

Please check that you have the following information prior to registration:

- Organisation's Profile on MyFuture complete and updated.
- All relevant company details, organisation name for signage and other promotional materials and contact information including secondary contact.
- Event logistics including representatives attending, number of lunches, parking and exhibition space and other requirements).
- All relevant financial information including: Organisation Name and Address for Invoicing, PO Number if required, VAT Registration Number if a Non-UK Organisation within the EU and Registered Charity Number or Legal Status where applicable.
- Promotional information (as detailed below).

**Promotional Information** will aid the promotion of your organisation's attendance at the event. This will become visible to students on the MyFuture Fair Module once your registration is approved, thus assisting student preparation. Please ensure you have the following information prior to registration:

**(i) Company Logo**

EPS files are recommended but other image types such as GIF and JPG are acceptable.

**(ii) Organisation Overview**

This information is populated from your main Employer Profile. You may wish to amend it for the purposes of this event, however, it will not overwrite or update your existing information.

**(iii) Industry Sector**

Your organisation's primary industry or sector of operation.

**(iv) Opportunities on Offer – Selection**

Select the range of opportunities you have on offer, ie

- Internships
- Voluntary work
- Short-Term Placements
- Year-Long Placements
- Vacation Jobs and schemes
- Other (please provide details)

**(v) Opportunities on Offer - Description**

Describe why our students should consider the opportunities you are offering. Use this space to highlight the value of the experience and illustrate any unique selling points that will appeal to students.

**(vi) Academic Discipline(s) Selection (internal use only)**

The list of options is based on the University School structure and is for internal use only to assist us in targeting appropriate groups of students.

**(vii) Academic Discipline(s) Description**

Describe the academic disciplines your organisation is looking for. This information is used to inform students. Use this space to outline the degree courses/group of students your organisation is looking for. Use Any Discipline where considering all courses.

**(viii) Organisation Website**

**(ix) Additional Information on your Selection Processes**

Please use this space to provide additional information about your organisation's selection process and timing, as required.

### 3. Registration

- (a) To book your exhibition stand for the event, please log onto your [MyFuture](#) account and complete the WEPF Registration Form which is visible under the Attend Events heading.
- (b) As you complete the form, instructions are provided within each section, please read these carefully.
- (c) Please note that you cannot save individual sections without completing the registration process.
- (d) Once you have completed your WEPF Registration Form select Review and Confirm and you will be prompted to review your information. When you are satisfied that it is accurate please select Confirm. You will then see an acknowledgement that your form has been successfully submitted for approval.
- (e) If you need to amend or update information on your WEPF Registration Form you should access it as before from under the Attend Events heading. Click the Registration tab and you will see a Modify button that will let you work through each section and edit as required. As for Point D, please ensure you Review and Confirm and Confirm again to successfully resubmit your updated form for approval.

### 4. Booking Policy

Please note you must provide clear evidence within your Registration Form that your organisation offers work experience opportunities including internships, voluntary work, year-long and short-term placements, vacation jobs and schemes as well as work and study abroad opportunities in 2019.

Registration Forms should be completed carefully and with as much relevant information as possible, where the event becomes oversubscribed this will be taken into consideration and incomplete information will delay booking confirmation.

Please note: Your stand has not been allocated until you receive a confirmation email.

A limited number of Voluntary and Community Sector Exhibitors are available. Recruitment Agencies will not be permitted.

### 5. Booking Process

You should check the status of your booking on MyFuture and that you have received the following correspondence:

- Confirmation Email issued to primary contact once your registration has been approved and your stand has been secured.
- Final Details Email issued to both contacts with additional logistical information for exhibitors closer to the event.

Please note: We will contact you if further information is required, incomplete information will delay booking confirmation.

We reserve the right to reject or amend registration forms that are deemed not to meet current guidelines. Please review our [Policy for the Promotion of Employers and their Opportunities](#)

Please Note: Capacity is limited and booking will close once maximum capacity is reached therefore we advise you to book early.

## **6. Updates**

Please ensure that your registration is accurate and kept up-to-date. Any subsequent changes must be amended on your form and resubmitted for approval.

Full details of current job opportunities should also be uploaded via the Job Posting link well in advance of the event for maximum publicity.

## **7. Cancellation Policy**

Space is limited and organisations will be charged at full rate if cancellation occurs within two weeks of the event.

## **8. Invoicing**

Invoices will be issued after the event as per information within your registration.

You must ensure all required information is provided and accurate so that booking can be processed. Any resulting delays in processing for payment may incur an additional charge.

## **9. Contact**

Elaine McMahon, [careersfairs@qub.ac.uk](mailto:careersfairs@qub.ac.uk) 028 9097 3950 for any queries related to attendance or completion of the registration form.

[recruit@qub.ac.uk](mailto:recruit@qub.ac.uk) for any general queries related to MyFuture or posting vacancies.