

Work Experience & Placement Fair 2020

Wednesday, 22 January 2020
11.00 am – 3.00 pm, Whitla & South Dining Halls

GUIDANCE NOTES

1. Booking Policy

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. Recruitment Agencies or other third party recruiters will not be permitted.

Capacity is limited and booking will close once maximum capacity is reached therefore we advise early booking.

Please note Organisations must provide clear evidence of offering appropriate opportunities within the registration form. Where the event becomes oversubscribed this information will be taken into consideration.

Please note Organisations should complete the form carefully and provide all required information. Incomplete forms will delay the booking process, with priority given to receipt of fully completed forms when allocating stands.

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](#) .

2. Do you have an Employer Profile on MyFuture?

Registration is through MyFuture, if you do not have an existing profile click [here](#) for a Step by Step guide.

Please note Information from your existing profile will populate your form so you should ensure it has been fully completed and is up-to-date.

3. Preparing to Register

We recommend that you have the following details to hand prior to commencing the booking process:

- Confirmation of relevant opportunities on offer
- Budgetary approval of £175.00 attendance fee, or hospitality requests if Voluntary or Community sector
- Full contact details of primary and secondary contacts within your organisation
- Event logistics, ie number of representatives and lunches, exhibition space or other requirements
- Financial information ie Name and Address for invoicing, inc PO and VAT No's as required
- Promotional Information ie Overview of organisation and opportunities on offer, **see Point 6.**

4. Submitting a Registration

To book your stand for the event, please log onto your [MyFuture](#) account and access the WEPF 2020 Registration Form which is visible under the Attend Events heading.

- Please be aware that you cannot complete and save individual sections but must complete your form in full.
- As you complete the form, instructions are provided within each section, please read these carefully.
- Once you have completed your 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.
- Please ensure that your form is accurate and kept up-to-date, with any changes being resubmitted for approval. You can access your form as previously, 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 C, please ensure you [Review and Confirm](#) and [Confirm](#) again to successfully resubmit your updated form.

5. Approval Process

On receipt of your WEPF 2020 Registration Form we will review it carefully to ensure that we have all required information before formally approving it and allocating a stand. While it is essential that all sections of a form are completed the Promotional Information section is of particular importance – **see Point 6**.

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

- (a) A Confirmation Email issued to the primary contact on your form once it has been reviewed and approved, indicating that your stand has been secured.
- (b) A Final Details Email issued to both contacts on your form just prior to the event with some additional logistical information for exhibitors.

Please note: We will contact you if we have any queries or require additional information, however, as previous, an incomplete form will delay the booking process with priority given to receipt of fully completed forms when allocating stands.

6. Promotional Information and Vacancies

The Promotional Information section of the form will aid the promotion of your organisation's attendance at the event and targeting of the opportunities you have on offer to relevant students. When completing it you should bear in mind that it is our students' primary method of research and preparation for the event.

Please note On approval of a form this section becomes visible to students on the MyFuture Fair Module so important that it is accurate and kept up-to-date.

Please note You should also use the Job Postings link of MyFuture to upload full vacancy details of your opportunities for promotion to students in advance of the event, where possible.

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 the Charging Information section of your form. You must ensure all required information is provided and accurate so that your booking can be processed.

Please note Any resulting delays in processing or reissuing of invoices for payment may incur an additional charge.

9. Exhibitor Space and Access

Your exhibition space will be a 3m x 2m area and you will be provided with 2 posser style tables. We are happy to work with you to facilitate your attendance at the event, be it in relation to your exhibition area or specific access requirements, however would ask that you contact us in the first instance to discuss.

Please note Any specific requirements or agreements should be reflected on your form following discussion.

10. Contact

For queries relating to attendance at the event or completion of your WEPF 2020 Registration Form:
Elaine McMahon, Events Co-ordinator, careersfairs@qub.ac.uk, 028 9097 3950