CONFIRMATION LETTER – 2011 AUTUMN CAREERS FAIR

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The purpose of this letter is to confirm your attendance at the 2011 University of Wollongong Autumn Careers Fair.

We are delighted that you are joining us. The information contained in this letter is crucial to making your day at the Fair run smoothly. Please ensure all your representatives are familiar with its content.

DATE:
Tuesday 5 April 2011

TIME:
Careers Fair: 10am – 2pm (Luncheon 2pm – 3pm)

We suggest that you set-up from 8am – 9.30am for a 10am start. We suggest that you pack up by 4.00pm.

VENUE:
URAC Sports Hub – Building 9, University of Wollongong.

PARKING:
Parking will be available in the P6 car park which is located directly under the venue (URAC Sports Hub – Building 9, University of Wollongong). Please see the map enclosed for your reference.

Each employer will have one free parking permit. If you are planning on bringing more than one vehicle you will be able to park under the venue but will need to pay for parking. Maximum cost for parking per vehicle per day is $10.00. If you let us know in advance how many vehicles will be attending we can add this to your invoice.

We cannot guarantee parking under the venue if you do not let us know in advance.

PARKING INSTRUCTIONS:

- Enter the university via Northfields Avenue, EASTERN ENTRY and follow the arrows as shown on the map.
- On your way to the venue you will drive past the Kids uni/day care centre on your left, the ITC Building on your left, soccer fields on your right, and the Illawarra Health and Medical Research Institute on your right.
Institute on your left. After you pass the recreation and aquatic centre on your right, you will need to turn right into the venue.

- There will be a parking attendant directing traffic to the car park, please look out for them.
- On arrival at the URAC Sports Hub – Building 9 you will be greeted by an attendant who will direct you to your parking spot and assist you to unload and transfer your materials to your stall.

**LUNCHEON:**
You are warmly invited to attend our luncheon from 2pm – 3pm (Mezzanine level – URAC Sports Hub).

At the conclusion of the Fair we will be providing a sit down buffet luncheon for our employer guests. Please ensure you have correctly indicated the number of representatives attending on the day for catering purposes.

Up to 4 representatives per stall will be catered for, if you expect more than 4 representatives will require catering, additional costs may apply. Please contact us on the number below.

Please e-mail the names of your representatives and any special dietary requirements by 15 March 2011 at the latest to: careers@uow.edu.au Cc sofie@uow.edu.au.

**REFRESHMENTS:**
Tea, coffee and water stations will be set-up around the venue on the day. Tea and coffee will be available all day on the mezzanine level. 2 x water coolers will be available, one on court one and the other on court three.

**AMENITIES:**
Toilets are available at the venue, at the western end of the stadium.

**STALL INCLUSIONS:**
Employer organisations will be provided with a stall including 2 tables (Measurements: Length of 1 table = 120cm, Width of 1 table = 60 cm) or equivalent and 2 chairs (See picture attached). Employers often take up a small amount of space around this area to speak with students.

Some employers bring their own materials, pop-up screens, posters etc and do not use the tables at all. It is up to each individual employer. **If you do not wish to be provided with tables and chairs you must let us know.**

If you require an extra stall to create a double stall the additional cost is $450.00 including GST. You can book this in by contacting me on the number below.

Power and display boards are also available by request in advance (i.e. on your registration form), or ring me now to book this.

**Internet will not be available on the day.**

**NAMETAGS:**
All students entering the Fair will be asked to wear a label stating their name, and discipline.

Final year students: **GREEN DOTS**
Non – final year students: **RED DOTS**
Employers and their representatives are required to bring their own nametags.

**STUDENTS AND CAREERS CENTRAL STAFF HELPERS:**
Student helpers will be available before, during and after the Fair to assist you. They will be wearing Careers Central shirts and nametags.

**EVALUATION FORMS:**
Please note the Careers Fair evaluation will take place online. A link will be e-mailed to each organisations contact and should be forwarded to all other representatives.

**COURIER INFORMATION:**
If you need to courier any materials prior to the Careers Fair please contact me on the number below to arrange this.

All materials need to be received no earlier than 5 working days prior to the Fair.

Please label all materials as follows:

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UOW AUTUMN CAREERS FAIR – 5 APRIL 2011
PLEASE DELIVER TO:
UNIVERSITY OF WOLLONGONG, NORTHFIELDS AVENUE
URAC SPORTS HUB, BUILDING 9
WOLLONGONG NSW 2522
ATTN: LEE MURRAY (02 4221 5358)
ANY QUERIES PLEASE CONTACT:
SOFIE KOKALEVSKI or JULIANA MITRY - CAREERS CENTRAL
02 4221 3325
TOTAL BOXES:
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**PAYMENT:**
Payment for the Fair will need to occur prior to the Fair. Each organisation will be sent an invoice and will need to settle the payment 10 working days prior to the Fair. If you cannot settle the invoice in this timeframe please phone us on the number below to make alternative arrangements.

**CANCELLATION:**
Cancellations must be made no later than 10 working days prior to the fair. In the event that you cancel after this time we will invoice you for 50% of your stall.

**PROMOTION TO STUDENTS:**
Your participation is promoted to students via our website. Please go to:

A campus wide publicity campaign will also ensure a large number of students will attend. This includes but is not limited to, digital signage advertising across campus, lecture promotions, promotion via faculties, student societies and services across campus, website promotions, banner advertising, e-mail out’s and text messaging, social media etc.
SECURITY:
To ensure security of both participating organisations and students, all students accessing the Fair will be required to present their student card for scanning. This also allows us to provide you with accurate statistics on the number of students attending.

STUDENT NUMBERS:
A table of student numbers is attached to provide you with guidance on the number of materials/brochures to bring to the Fair and to give you an indication of student numbers in the fields you are targeting. For your information we had 1,600 students attend the Careers Fair in 2010.

WHAT WE NEED FROM YOU:

- Bring your own nametags
- Catering:
  - If you expect more than 4 representatives will require catering please call us, as additional costs may apply
  - E-mail the names of your representatives and their dietary requirements by 15 March 2011
- Requests for power and display boards should be stated on your registration form in advance or please ring now to book this.
- If you plan to have more than one vehicle please let us know 4 weeks in advance so we can organise the car spot and add this to your invoice.
- If you do not require tables and chairs please let us know 4 weeks in advance.
- Evaluation will take place online. A link will be e-mailed to each organisation's contact following the fair and should be forwarded to all other representatives.
- Cancellations must be made no later than 10 working days prior to the fair. In the event that you cancel after this time we will invoice you for 50% of your stall.

Please note: All correspondence has been addressed to the person whose name appears on the UOW Careers Fair Registration form.

Careers Central offers a number of services and opportunities that will complement your attendance at the Fair and further promote your profile across campus. Please contact us on the number below for more information on how we can help you communicate your opportunities and raise your profile on campus or view our Employer Services Brochure available on this page.

We look forward to meeting you on the day. Please do not hesitate to give us a call on (02) 4221 3325 or e-mail sofie@uow.edu.au if you have any questions. If you have any enquiries on the day please phone Juliana on 0416 866 891 or Sofie on 0411 609 700.

Kind Regards

Sofie Kokalevski
Employer Programs Coordinator
Careers Central
ATTTACHMENTS:

FINAL YEAR STUDENT NUMBERS BY FACULTY

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STALL

The picture is showing two tables. You will be provided with 2 tables and 2 chairs.

MEASUREMENTS per table:

1 Table = 120 cm length

1 Table = 60 cm width