



Career and Internship Fair 2023 – Regulations for Recruitment Booths

Objectives: To help graduating students better understand the current job market and look for job opportunities, as well as to help current students to seek internship placement. The fair also provides a platform for participating companies to recruit talent.

Organizer: Career Development Centre (CDC), Student Affairs Office, University of Macau (UM)

Activities:

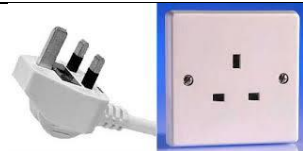
- Recruitment booths
- Recruitment talks (please refer to talk regulations for more details)

Recruitment booths

- **Date:** 23 – 24 Mar 2023 (Thu and Fri, a **2-day** event)
- **Time:** 11:00 to 17:00 (reception starts at 10:15)
- **Venue:** Multi-Function Hall (G008), UM Guest House (N1), University of Macau, Avenida da Universidade, Taipa, Macau, China [[Campus map](#)]

I. Recruitment booth setting:

1. Booth size: 200 cm (L) x 200 cm (W); the following 5 items of equipment will be provided, please select them on the registration form and indicate the quantity. Please be noted that no amendment will be accepted after the registration form is submitted.

Standard-setting	i. Exhibition board , size: (H) 250 cm x (W) 200 cm	
	ii. 13 Amp electrical socket , maximum 1, please bring power extension leads or an adaptor if needed.	
	*Power consumption of each booth has to be less than 270 W	
Optional setting (please indicate your preferences on the registration form)	iii. Foam board sign , the foam board sign is pasted to the exhibition board. The name of the event, booth no. and the company name (without company logo), etc. will be printed on the foam board sign. You can paste your posters or recruitment information on it (please refer to point 2 for more details).	
	iv. Chairs , maximum 5	
	v. Desk with tablecloth , maximum 1, Size: 152.4cm(L) x 76.2cm (W) x 75cm (H)	



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2. CDC can provide a foam board sign for the participating company with NO charge [size: 230 cm (H) x 200 cm (W)]; the layout is shown as follows. If the company decides to use the provided foam board sign, please indicate your preferences on the registration form. Alternatively, the company can design and produce its foam board sign.



* ONLY Company name (without company logo) will be printed on the upper part of the foam board sign. Please feel free to decorate the remaining part of it.

(Please ensure your information filled out on the registration form, especially the company name is correct, as the information will be printed on the foam board and other promotional materials accordingly.)

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← For reference only

- The company can design and make its own foam board sign [size: 230 cm (H) x 200 cm (W)]. ***To be eco-friendly and reduce waste, please inform CDC upon registration if the participating company would prepare its foam board sign. Thank you for your cooperation.**
- All companies have to delegate representatives to the recruitment booth to provide recruitment information and answer students' inquiries. Meanwhile, to comply with the prevention guideline for COVID-19, please note that the no. of representatives may be restricted if necessary. Thank you for your understanding.

II. Important Notes:

- A company that provides diverse and a large number of job vacancies and internships will be given higher priority.
- Pre-event setup time is from **14:00 to 17:00 on 22 Mar 2023**. Please indicate your preference on the registration form if needed.
- The company has to dismantle foam boards or decors **by 19:00 on 24 Mar 2023**. **Staff members of the participating company are responsible to take away the promotional materials (e.g. foam boards not provided by CDC, roll-up banners, leaflets, brochures, etc.), props, and wastes from campus after the event, thank you for your cooperation.**
- The event begins at 11:00 and keeps going continually until 17:00, please set your lunch break individually; there are **several dining outlets on campus**, please refer to the link for more details: <https://fds.cmdo.um.edu.mo/retails-dining/>.
- To improve the arrangement of the event, we would like to gain your valuable opinions. Please **complete the evaluation form** and our **student helpers** will call on each booth to **collect forms in the afternoon on 24 Mar**. Alternatively, you can **return the form to reception** after completion.
- CDC will duly adjust the event arrangement according to the prevention guideline for COVID-19 issued by the Health Bureau. Thank you for your understanding.
- CDC reserves the right to amend the rules and regulations without prior notification. CDC reserves the right to make of final decision on the activity arrangement.

III. Reminders:

- The location of the recruitment booth and arrangement details will be confirmed by email **in late Feb 2023**.
- Belongings should NOT leave unattended at the venue or on campus; the University of Macau will NOT accept any liability or responsibility for any loss, damage, or destruction of the belongings that have been left on campus.
- It is NOT permitted to distribute any leaflets and flyers irrelevant to employment. **All leaflets and flyers relevant to employment can be distributed in the event venue only (i.e. Multi-Function Hall G008, G014, and G018, UM Guest House N1).**
- NO survey can be conducted on campus without permission.**



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5. The organizer does **NOT** provide any universal plug adapter, extension cords, TV, or computer devices. Services of photocopying, cleaning, storage, and moving are NOT provided, either.
6. Photographs and videos taken in the activity will be used for keeping a record and may be produced on promotional materials, uploaded to the University of Macau website, or printed in University publications.
7. **To be eco-friendly, please bring water bottles** and refill water at water dispensers nearby.
8. Free Wi-Fi is provided.
9. Please note that UM parking voucher cannot be used when you enter the car park by using frictionless payments or the Macau Pass. The parking voucher will be given to the company representatives upon daily check-in.
10. **Please enable your company representatives on spot (the attendees) to fully understand the event details and the arrangement (such as parking info, transportation, and on-campus dining outlets) or share this file with them if appropriate.**

IV. Registration Method:

1. Complete the online registration form, the link is shown as follows.
2. Upload the list of job vacancies. Please download this ["2023 excel file"](https://go.um.edu.mo/etjrw6ve) from our website (<https://go.um.edu.mo/etjrw6ve>) and complete it accordingly. **Format: .xlsx, File name: please use the company name as the file name.)** Those who do not conform to the above requirements will NOT be considered.
3. Upload the company logo for online campus promotion.
4. Registration deadline: **5 Jan 2023**
5. If your company will provide UM students with **Non-Credit Bearing (not part of the curriculum) Internships** in Jun – Aug 2023, please fill out the e-form through [UM Student Job Vacancy E-System](#). Please refer to [the introduction and user guide of the system](#) if needed.
 - *The final exam period is scheduled from 4 – 19 May 2023, and summer recess begins on 9 Jun 2023. We strongly recommend the Internship providers confirm internship offers with students in April or early May 2023*
6. The details of job vacancies and internships are used for on-campus promotion before the event and statistical purposes.
7. **Please note that no amendment will be accepted once the registration is submitted.**
8. For inquiries: Telephone: 8822 4839 / Email: sao.career@um.edu.mo.

Registration: [Click HERE](#)

Or registration link: https://umac.au1.qualtrics.com/jfe/form/SV_5cq82mBeCHiNJKC

Useful links:

				
UM dining outlets	UM campus map	UM car park	Public transport to UM	Public transport in Macau