



Career and Internship Fair 2023 – Regulations for Recruitment Talks

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 employers to recruit talent.

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

Activities:

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

Recruitment talks:

- **Date:** 1, 8, and 15 Mar 2023 (Wed)
- **Time:** 11:00 – 18:00, maximum 7 sessions a day, 21 sessions in total
- **Venue:** To be confirmed and the details will be informed by e-mail in due course

Details:

1. Arrangement: talks start from 11:00 to 18:00; each of them will begin on the hour. The duration of each talk is a **maximum of 45 minutes (including a Q&A session)**. Speakers have **15 minutes of preparation time** before the talk;
 - ❖ E.g. If the talk begins at 11:00, the speaker can prepare at 10:45 and the talk should be ended at or before 11:45.
2. The selection of 21 recruitment talks will be based on the result of student voting. CDC will confirm the exact time and details with companies by email in early Feb 2023.
(Please contact us as soon as possible if you have any comments on the schedule. Otherwise, the talks will be organized according to CDC's confirmation.)
3. To ensure the effectiveness of the on-campus promotion campaign and allow students to vote, please provide us with the talk information (such as speakers' info, topics, brief introduction, language, etc.) upon registration.
4. A student emcee will assist in hosting the talk. If there are too many questions during the Q&A session, the student emcee will cease the talk on time and invite the speakers and audience to continue the conversation outside the venue to ensure other talks can start on time. Your understanding is highly appreciated.

Reminder:

1. CDC will provide a laptop, a maximum of 4 wireless microphones, a laser pointer, a projector, and a screen.
2. To play the video, please save the video file to a USB flash drive.
3. 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, and printed in University publications.
4. Please note that UM parking voucher could not 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.
5. CDC is not able to predict on-day attendance as recruitment talk is an extra-curricular activity. Please feel free to check with us if you want to know the registration status.
6. Please enable your company representatives (the attendees) to fully understand the talk arrangement and some basic information (such as parking info and transportation, etc.) or share this file with them if appropriate.



Career and Internship Fair 2023 – Regulations for Recruitment Talks

- 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 of final decision on the activity arrangement.

Registration Method:

- Complete the online registration form (please refer to booth regulations for registration).
- Upload the list of job vacancies. Please download this [“2023 excel file”](#) 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 requirement will NOT be considered.
- Upload the company logo for online campus promotion.
- Registration deadline: **5 Jan 2023**
- For the talk, CDC will contact employers in early Feb with a talk schedule. For the booth, CDC will send the confirmation email in late Feb.
- 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*
- The details of job vacancies and internships will be used for on-campus promotion before the event and statistical purposes.
- Please note that no amendment will be accepted once the registration is submitted.**
- For inquiries: Telephone: 8822 4839 / Email: sao.career@um.edu.mo

Useful Links:

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