



Career and Internship Fair 2024 – Regulations for Recruitment Booths

Objectives: To help graduating students better understand the current job market and search for job opportunities, and to help current students to find internship placements. 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)

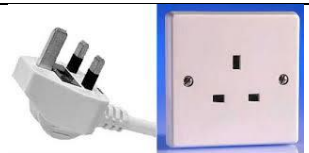
Recruitment booths:

- **Date:** 21 – 22 Mar 2024 (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](#)]

Details:

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 note that no changes will be accepted once the registration form has been 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 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 the participating company with a foam board sign FREE OF CHARGE [size: 230 cm (H) x 200 cm (W)]. The layout is shown below. If the company chooses to use the provided foam board sign, please indicate your preference on the registration form. Alternatively, the company may design and produce its own foam board sign.



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

(Please ensure that the information you provide on the registration form is correct, especially the company name, as this will be printed on the foam board and other promotional materials).



← For reference only



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3. The company can design and produce 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 will prepare its foam board sign. Thank you for your cooperation.**
4. The organizer will **NOT** provide any universal plug adapters, extension cords, TV, or computer devices. Services of photocopying, cleaning, storage, and moving are NOT provided.
5. Free Wi-Fi will be provided.
6. All companies have to delegate representatives to the recruitment booth to provide recruitment information and answer students' inquiries.

II. Installation and Dismantle:

1. Pre-event set-up time is from **14:00 to 17:00 on 20 Mar 2024**. Please indicate your preference on the registration form if needed.
2. The company has to dismantle foam boards or decorations **by 19:00 on 22 Mar 2024**. **Staff members of the participating company are responsible for taking away the promotional materials (e.g. foam boards not provided by CDC, roll-up banners, leaflets, brochures, etc.), props, and waste from the campus after the event, thank you for your cooperation.**

III. Notes during the event:

1. Belongings should NOT be left 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 left on campus.
2. It is NOT permitted to distribute any leaflets and flyers irrelevant to employment. **All employment-related leaflets and flyers can only be distributed at the event venue (i.e. Multi-Function Hall G008, G014, and G018, UM Guest House N1).**
3. **NO surveys can be conducted on campus without permission.**

IV. Refreshment:

1. To thank the participants, CDC will provide refreshments in 2 periods (period 1: 11:00 – 12:00 and period 2: 15:00 – 16:00). To be eco-friendly, we encourage participants to bring their containers and tableware sets.
2. **To be eco-friendly, please bring water bottles** and refill water from nearby water dispensers.
3. The event starts at 11:00 and runs continuously until 17:00, please plan 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/>.

V. Parking voucher:

1. Please note that the UM parking voucher cannot be used if you enter the car park by using online / frictionless payment (e.g. Macau Pass, APP, etc.) The parking voucher will be given to the company representatives upon daily check-in.

VI. Others:

1. Photographs and videos taken during the activity will be used for record keeping and may be used in promotional materials, uploaded to the University of Macau website, or printed in University publications.
2. To improve the arrangement of the event, we would like to get your valuable opinion. Please **complete the evaluation form** and our **student helpers** will be visiting each booth to **collect forms on the afternoon of 22 Mar**. Alternatively, you can **return the form to reception** after completion.
3. **Please ensure that your company representatives on spot (the attendees) are fully aware of the event details and the arrangements (such as parking information, transportation, and on-campus dining outlets) or share this file with them if appropriate.**



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Registration Method:

1. Complete the online registration form, the link is shown below.
2. Upload the list of job vacancies. Please download this “[2024 excel file](https://go.um.edu.mo/h2fy5t9n)” from our website (<https://go.um.edu.mo/h2fy5t9n>) and complete it accordingly. **Format: .xlsx, File name: please use the company name as file name.** Those who do not meet the above requirements will NOT be considered.
 - In order to make it easier for job seekers to find suitable positions quickly, our centre will create a relevant database based on the information collected. Organizations interested in participating in this event are kindly requested to provide information in accordance with the requirements and the specified format.

Thank you for your support.
3. Upload the company logo for online campus promotion.
4. **Registration deadline: 4 Jan 2024**
5. The location of the recruitment booth and arrangement details will be confirmed by email **at the end of Feb 2024**.
6. If your company will provide UM students with **Non-Credit Bearing (not part of the curriculum) Internships** in Jun – Aug 2024, please fill in the e-form through the [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 – 18 May 2024, and summer recess begins on 3 Jun 2024. We strongly recommend Internship providers confirm internship offers with students by the end of April 2024.*
7. Details of job vacancies and internships will be posted on the event website for easy access by students and will be used for pre-event campus promotion and statistical purposes.
8. **Please note that no changes will be accepted once the registration has been submitted.**
9. A company that provides a diverse and large number of job vacancies and internships will be given higher priority.
10. For inquiries: Phone: 8822 4839 / Email: sao.career@um.edu.mo.
11. CDC reserves the right to change the rules and regulations without prior notice. CDC reserves the right to make the final decision on the arrangement of the activity.

Registration: [Click HERE](#)

Or registration link: https://umac.au1.qualtrics.com/jfe/form/SV_cOXk8pVgDeyqDPq

Useful links:

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