



Career and Internship Fair 2024 – Regulations for Recruitment Talks

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 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
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Recruitment talks:

- **Date:** 28 Feb, and 6, 13 Mar 2024 (Wed)
- **Time:** 11:00 – 18:00, maximum of 7 sessions per day, 21 sessions in total
- **Venue:** To be confirmed and the details will be informed by e-mail in due course

Details:

Time and Arrangement

1. Arrangement: talks will start from 11:00 to 18:00; each of them will begin on the hour. The maximum duration of each talk is **45 minutes (including a Q&A session)**. Speakers will have **15 minutes to prepare** before their talk;
 - ❖ E.g. If the talk starts at 11:00, the speaker can prepare at 10:45 and the talk should finish at or before 11:45.
2. The selection of 21 recruitment talks will be based on the results of the student vote. CDC will confirm the exact time and details with companies by email in early Feb 2024.
(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 campus promotion campaign and to allow students to vote, please provide us with the detailed talk information (such as speaker info, topics, brief introduction, language, etc.) upon registration.
4. CDC is unable to predict on-day attendance as the recruitment talk is an extra-curricular activity. Please contact us if you would like to know the registration status.
5. A student emcee will assist in hosting the talk. If there are too many questions during the Q&A session, the student emcee will end the talk on time and invite the speakers and audience to continue the conversation outside the venue to ensure that other talks can start on time. Your understanding will be highly appreciated.

Equipment

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.

Parking Voucher

1. Please note that the UM parking voucher can not be used if you enter the car park by using frictionless payment or the Macau Pass. The parking voucher will be given to the company representatives at the venue.



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, and printed in University publications.
2. Please enable your company representatives (the attendees) to fully understand the talk arrangement and some basic information (such as parking and transportation information, etc.) or share this file with them if appropriate.

Registration Method:

1. Complete the online registration form (please refer to booth regulations for registration).
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 requirement 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. For the talk, CDC will contact employers in early Feb with a talk schedule. For the booth, CDC will send the confirmation email at the end of Feb.
6. If your company will provide UM students with **Non-Credit Bearing (not part of the curriculum) Internships** in Jun – Aug 2024, please fill out 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. For inquiries: Phone: 8822 4839 / Email: sao.career@um.edu.mo
10. 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.

Useful Links:

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