



Career and Internship Fair 2026 – 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 details)

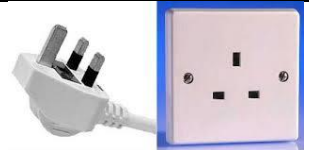
Recruitment booths:

- **Date:** 1 April 2026 (Wednesday, 1 day)
- **Time:** 11:00 to 17:30 (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:

- Booth size: 200 cm (L) x 200 cm (W). The following 5 items of equipment will be provided, please select them and indicate the quantity required on the registration form. 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.	
	*The 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. The 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).



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← For reference only

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 the CDC upon registration if your company will prepare its own foam board sign. Thank you for your cooperation.**
4. The organizer will **NOT** provide any universal plug adapters, extension cords, TVs, or computers. Photocopying, cleaning, storage, and moving services 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' enquiries.

II. Installation and Dismantle:

1. Pre-event set-up time is from **14:00 to 17:30 on 31 March 2026**. Please indicate your preference on the registration form if needed.
2. The company has to dismantle foam boards and decorations **by 19:00 on 1 April 2026**. **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 and 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 or damage to 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. **All recruitment promotional materials must be presented in a professional and dignified manner. The CDC reserves the right to remove any non-compliant items.**
4. **NO surveys can be conducted on campus without permission.**

IV. Refreshment:

1. To thank the participants, the 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 own tableware.
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 17:30. Please plan your lunch break individually. There are **several dining outlets on campus**. Please refer to the link for more details:
<https://css.cmdo.um.edu.mo/outlets/> .



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V. Parking voucher:

1. Eligible exhibitors can request a waiver for parking fees. Further instructions will be sent by email once the application is confirmed.
2. Regarding the parking vouchers, please share the following notes with guests who will use the parking vouchers.
 - 2.1 Please note that the UM parking voucher cannot be used in conjunction with automatic payment methods (e.g., Macau Pass, mobile apps).
 - 2.2 **To redeem your voucher, please follow these steps:**
 - i. **Before entering**, ensure any automatic payment functions on your devices or cards are temporarily disabled.
 - ii. **Upon arrival**, take a physical parking ticket at the car park entrance.
 - iii. **Before exiting**, please present both your physical parking ticket and the voucher to the cashier (Shroff) to have your parking fee waived.
 - 2.3 The parking voucher will be given to the company representatives upon check-in on the morning of the event.

VI. Others:

1. Photographs and videos taken during the activity will be used for record-keeping purposes 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 hear your valuable opinion. Please [complete the evaluation form](#), and our **student helpers** will be visiting each booth to **collect the forms on the afternoon of 1 April**. Alternatively, you can **return the completed form to reception**.
3. [Please ensure that your company representatives on site \(the attendees\) are fully aware of the event details and other essential information \(such as parking, transportation, and on-campus dining outlets, etc.\), or share this file with them if appropriate.](#)

Registration Method:

1. Complete the online registration form. The registration link is shown at the bottom of this page.
2. Upload the list of job vacancies to the registration form. Please be sure to download and complete the “2026 Excel File” from our website (https://scs.sao.um.edu.mo/dl_cif_info/).
 - **Format: .xlsx, File name: please name the file using your company name.** Applications that do not meet the above requirements will NOT be considered.
 - To help students quickly identify suitable positions, our Centre will establish a dedicated database using the information collected.
 - Organizations wishing to participate in this event are kindly asked to submit their details in line with the specified requirements and format. Please note that applications not meeting these requirements will NOT be considered. We sincerely appreciate your support.
3. Upload the company logo for online campus promotion.
4. **Registration deadline: 14 Jan 2026.**
5. The location of the recruitment booth and the arrangement details will be confirmed by email **in early March 2026**.
6. If your company will provide UM students with **Non-Credit Bearing (not part of the curriculum) Internships** in June – August 2026, please register on 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 9 – 22 May 2026, and the summer recess begins on 8 June 2026. We strongly recommend that internship providers confirm internship offers to students by the end of April 2026.*
7. Details of job vacancies and internships will be posted on the event website to allow students easy access. They will also be used for pre-event campus promotion and statistical purposes.



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8. Please note that no changes will be accepted once the registration has been submitted.
9. Companies that provide a wide variety and a large number of full-time job vacancies or internships will be given higher priority.
10. For enquiries: Phone: 8822 4839 / Email: sao.career@um.edu.mo.
11. The CDC reserves the right to change the rules and regulations without prior notice. The CDC reserves the right to make the final decision on the arrangement of the activity.

Registration: [Click HERE](https://umsao.qualtrics.com/jfe/form/SV_0vLtTk9qnSSMN82)

Or copy the following registration link:

https://umsao.qualtrics.com/jfe/form/SV_0vLtTk9qnSSMN82

Useful links:

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