



Career and Internship Fair 2026 – 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 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:** 11, 18 & 25 March (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 provided by email 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 the 21 recruitment talks will be based on the results of the student vote. The CDC will confirm the exact times and details with the companies by email in early February 2026.
(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 promotional 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. As the recruitment talk is an extra-curricular activity, CDC is unable to predict on-day attendance. 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. The 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. If you wish to use your own laptop or device for presentations, please note that VGA cables are not provided; only HDMI cables and 3 adapters are provided: 1) Mini Display Port, 2) Type-C, and 3) Lightning.



Parking Voucher

Regarding parking vouchers, please share the following notes with guests who will be using the parking vouchers.

1. Please note that the UM parking voucher cannot be used in conjunction with automatic payment methods (e.g., Macau Pass, mobile apps).

To redeem your voucher, please follow these steps:

- i. **Before entering**, ensure that 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. The parking voucher will be given to the company representatives at the talk venue.

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, and printed in University publications.
2. Please ensure that your company representatives (the attendees) fully understand the talk arrangements and other essential information (such as parking and transportation details, etc.), or share this file with them if appropriate.

Registration Method:

1. Companies planning to host a recruitment talk are required to register for recruitment booth. Please review the “Rules and Regulations of Recruitment Booth” and submit the online registration form available at the end of the that document.
2. Upload the list of job vacancies. 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.
 - In order to make it easier for students to find suitable jobs, our centre will create a database with the information collected.
 - Organizations interested in participating in this event are kindly requested to provide information in accordance with the specified requirements and format. Thank you for your support.
3. Upload the company logo for online campus promotion.
4. **Registration deadline: 14 Jan 2026**
5. For the talk, the CDC will contact employers in early February with a talk schedule. For the booth, the CDC will send a confirmation 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 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.
8. **Please note that no changes will be accepted once registration has been submitted.**
9. For enquiries: Phone: 8822 4839 / Email: sao.career@um.edu.mo



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10. 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.

Useful links:

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