



Regulation for COMPANIES

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1. **Date and Location**

FEUP Career Fair takes place on the 11th, 12th and 13th October 2016 at the Faculty of Engineering – University of Porto ((FEUP) located in the Asprela Campus.

2. **Organisation**

FEUP Career Fair is part of the FEUP Career Path programme of the Cooperation Division of FEUP, hereafter designated as Organisation Committee (OC). This year we have the support of JuniFEUP e da AGE-i-FEUP.

3. **Schedule**

FEUP Career Fair starts on the 11th of October 2016 and finishes on the 13th of October 2016. The activities take place daily between 9h30 and 20h00 and the booths are opened at lunch time. There should be two representatives for each company, since they are supposed have lunch in turns.

4. Activities

FEUP Career Fair takes place during 3 days, but the last day is only targeted for students and graduates, with several workshops on recruiting themes.

FEUP Career Fair will have the following activities:

- **Exhibition Area** (booths);
- **IT Speed Talks** (pitch of IT Companies);
- **Chat Room & Speed Talk** (companies' presentations);
- **Flash Interviews** (recruiting interviews);
- **FEUP Career Lunch** (networking lunch – 2 persons for company);
- **FEUP Career Sunset** (networking between companies and students/graduates);
- **Skills2Grow** (practical and interactive sessions related to recruitment and soft skills).

NOTE: Check section PROGRAMME for detailed information on the activities.

5. Registration

5.1. Deadline and Limit

The deadline for registration is the **2nd of September 2016**.

The registrations are limited to the number of booths and schedules available for the different activities. In order to have an equity on the engineering areas the OC reserves the right to refuse registrations of companies whose engineering area occupies more than 40% of the places available. The determining criterion is the order of online registration.

5.2. Registration for the Activities

Companies can participate in the following activities:

- **Exhibition Area**
- **IT Speed Talks**
- **Chat Room & Speed Talk**
- **Flash Interviews**
- **FEUP Career Lunch**
- **FEUP Career Sunset;**

Companies must register on-line on section COMPANIES – Registration for Companies until the **2nd of September**.

After submission, companies receive an automatic e-mail. This means that the registration was successful submitted. Within 48 hours the OC sends an e-mail (careerfair@fe.up.pt) confirming the registration. If after

this period your registration is not confirmed or if you don't receive the automatic e-mail, please contact the OC either by e-mail (careerfair@fe.up.pt) or by phone +351 22 508 2162.

The companies which participate in FEUP Career Fair are advertised in the fair's web site, on section COMPANIES– Participant Companies. The information to be published in this section has to be submitted in the registration form otherwise the registration cannot be completed.

5.2.1. Exhibition Area (booths)

*Registration as **Exhibitor** implies a registration fee (check "Cost") and entitles the Company to:*

- *6m²(3x2) booth;*
- *15m² (5m x 3m) with carpet, one table, 2 chairs, wireless internet access and electrical installation – registration for Main Sponsor;*
- *Free parking for one car (at FEUP's parking);*
- *Participation in the **FEUP Career Lunch** of 2 company's representatives;*
- *Participation in the **FEUP Career Sunset** of 2 company's representatives;*
- *Promotion of the company in the fair's web site;*
- *Priority to schedule the other activities.*

NOTE: If you wish to bring our booth, you must comply with the measures 6m² (3m x 2m)

Participation Conditions

- *Companies which participate in the two days of the fair have to schedule a booth in the first 25 places. Companies which attend one day only have to schedule a booth from place 26 onwards.*
- *The Exhibition Area opens from 09h30 until 18h00;*
- *The set up and removal of booths has mandatory times (check "Booths' setup and removal")*
- *The booth location is identified with the exhibitor's name on the carpet.*
- *The check-in for Exhibitors is from 8.30 a.m. until 9.30 a.m. on the 11th October and on the 12th October (for companies which are registered for this day only);*
- *At check-in exhibitors are given a Welcome Package;*
- *The OC has its own booth Stand-FEUP- Infodesk of the FEUP Career Fair (1st booth in Corridor B)*
- *There are bottles of water and coffee tickets that will be served in Stand FEUP;*
- *Exhibitors will be given lunch tickets;*
- *There is Support Staff that can help exhibitors with the setup of booths and equipment, can carry material to the security room and give information about the fair. This Staff is always in contact with the OC;*

- Exhibitors can keep material and equipment in the security room. The Support Staff can help them with this task.

Booths' set up and removal

Companies are responsible for the setup and removal of the booth's structure and all the material used during the Fair. There are defined schedule for set up and booth removal, namely:

Participation on the 1st day or on the 2 days

Setup: 10th October from 3 p.m. until 6 p.m. or 11th October from 8.30 a.m. until 9.30 a.m.

Removal: 11th October from 6 p.m. until 8 p.m. or 13th October from 9 a.m. until 10 a.m.;

Participation on the 2nd day

Setup: 11th October from 6 p.m. until 8 p.m. or 12th October from 8.30 a.m. until 9.30 a.m.

Removal: 12th October from 6 p.m. until 8 p.m. or 13th October from 9 a.m. until 10 a.m.;

5.2.2. IT Speed Talks (only for IT Companies)

This activity is free of charge, but online registration is mandatory.

Participation Conditions

- Sponsors and Exhibitors have priority on scheduling this activity;
- There will be two sessions: 11th October (11h30 - 13h00) and 12th October (14h00 - 15h30);
- There can be a maximum of 14 companies on the 2 sessions (7 companies each);
- Each session lasts 90 minutes and each company can make a pitch of 5 minutes.

5.2.3. Chat Room & Speed Talk

This activity is free of charge, but online registration is mandatory.

Participation Conditions

- Sponsors and Exhibitors have priority on scheduling this activity;
- There are 32 schedules available for this activity, 14 in the morning and 18 in the afternoon of 11th and 12th October;
- On the 11th October Chat Room & Speed Talks are from 10h00 until 11h15 and from 14h00 until 16h45;
- On the 12th October Chat Room & Speed Talk are from 10h00 until 12h45 and from 15h30 until 18h15;
- Chat Room & Speed Talks take 30 minutes;
- Each company can register only once for this activity;
- The OC may change the schedule of the session, in order to guarantee there are no companies of the same engineering field presenting at the same time.

5.2.4. Flash Interviews

This activity is free of charge, but online registration is mandatory.

Participaton Conditions

- *Sponsors and Exhibitors have priority on scheduling this activity;*
- *There are 30 schedules available for this activity, 12 in the morning and 18 in the afternoon of 11th and 12th October;*
- *On 11th October Flash Interviews are from 10h00 until 13h00 and from 14h00 until 17h00;*
- *On 12th October Interviews are from 10h00 until 13h00 and from 14h00 until 20h00;*
- *Video Pitch & Interviews take 60 minutes;*
- *Each company can register only once for this activity;*
- *The OC publishes the offers from companies in the FEUP online job database under the title : FEUP Career Fair - INTERVIEWS (+ name of the Company). Candidates do their application via e-mail or link for recruitment that companies have indicated on the registration form at the Fair, sending CV CV Pdf, with the subject : **Application_FEUP Career Fair 2016**;*
- *Companies have to check email or link for recruitment in order to start the selection process;*
- *The selection of candidates is the responsibility of the companies. Interviews are scheduled by the companies directly contacting candidates;*
- *Interviews are held on the day and time chosen by the company. The room where the interviews take place is posted on the website of the event;*
- *Each company can identify for these interviews up to 6 students (each interview should last 10 minutes);*
- *Companies must inform the Organisation Committee about the candidates they want to interview until 6^h October, so that they can contact them and schedule the session.*

5.2.5. FEUP Career Lunch

This activity is reserved for the Main Sponsor, Sponsors and Exhibitors. These are a networking activity and online registration is mandatory.

Participation Conditions

- *Each company can have a maximum of 2 persons;*
- *The buffet lunch takes place on 11th and 12th October between 12h00 and 14h00, in Coffee Lounge allowing the networking between companies;*
- *During the morning the Support Staff will hand out the tickets for the lunch;*
- *The Exhibition Area is open during lunchtime (stands), so there will be two different lunch periods (12-1 p.m. and 1-2 p.m.), so that companies can guarantee there's always a representative at the exhibition booth.*

5.2.6. FEUP Career Sunset

This activity is reserved for the Main Sponsor, Sponsors and Exhibitors. This is a networking activity between companies and students and graduates and online registration is mandatory.

Participation Conditions

- *Each company can have a maximum of 2 persons;*
- *The Sunset place on 11th October between 17h30 and 17h30, in Coffee Lounge;*
- *The Exhibition Area will close half an hour earlier, so that all companies can participate.*

6. Types of Participation

Companies can participate in the fair as Main Sponsor, Sponsor or Exhibitor.

6.1. Main Sponsor – Conditions

- *Only one company can be the main sponsor;*
- *Sponsorship of FEUP Career Sunset with the company's logo featured on the place where this activity takes place (roll up) and possibility of using the company's lanyards with the ID Cards of the participants.*
- *Booth with more space (5m x 3m) in the Exhibition Area during the two days of the fair;*
- *Company's logo featured as Main Sponsor:*
 - *On the fair's web site;*
 - *in all advertising material, namely in the canteen and cafeteria tray covers (5000 units) distributed one week before the fair;*
 - *In the rooms where the fair's activities take place and in Corridor B, where the booths are located;*
- *Priority to schedule all the activities of the fair;*
- *Participation in FEUP Career Lunch and in FEUP Career Sunset;*
- *Advertisement in FEUP's Newsletter (back cover) with 20% discount in the first semester of 2017 (circulation 4000 units sent to companies, national and international institutions, FEUP's alumni and media)*

6.2. Sponsor – Conditions

- *Booth in the Exhibition Area (3m x 2m) during the two days of the fair;*
- *Company's logo featured as Sponsor:*
 - *On the fair's web site;*
 - *in all advertising material, namely in the canteen and cafeteria tray covers (5000 units) distributed one week before the fair;*
 - *in the rooms where the fair's activities take place and in Corridor B, where the booths are located;*

- Priority to schedule all the activities of the fair;
- Participation in FEUP Career Lunch and in FEUP Career Sunset;
- Advertisement in FEUP's Newsletter (inside of the back cover) with 10% discount in the first semester of 2017 (circulation 4000 units sent to companies, national and international institutions, FEUP's alumni and media)

6.3. Exhibitor – Conditions

- Booth in the Exhibition Area (3m x 2m) during the two days of the fair;
- Company's logo featured on the fair's web site on section COMPANIES - Participant Companies;
- Participation in FEUP Career Lunch and in FEUP Career Sunset;
- Participation in all the activities of the fair, if there are schedules are available.

7. Participation Costs (+ TAX)

Companies can participate in the fair for one or two days. Registration as Main Sponsor, Sponsor or Exhibitor implies a registration fee. In those cases companies receive an invoice (check Payment Conditions).

TYPES OF PARTICIPATION	1 DAY	2 DAY	REGISTRATION (UNTIL 2ND SEPTEMBER)
Main Sponsor	3000€		Exhibition Area (booths)
Sponsor	1300€*		IT Speed Talks or Chat Room & Speed Talk
Exhibitor	150€*	225€*	Flash Interviews FEUP Career Lunch FEUP Career Sunset
Other Types of Participation	Free of charge***		IT Speed Talks** Chat Room & Speed Talk** Flash Interviews**

*Acrescido de IVA à taxa legal em vigor

** Companies which register only for these activities don't have a registration fee, however they are limited to the schedules available after the registration is closed, since sponsors and exhibitors have priority on the participation in these activities.

***Although free of charge, registration is mandatory (check "Registration for the Activities")

7.1. Payment Conditions

After the registration is confirmed FEUP sends an invoice regarding the type of participation.

The payment can be done by bank transfer according to the following:

- **IBAN:** PT50 0035 0196 0000 6125 73041 / **IBAN:** PT50 0035 0196 0000 6125 73041 - Caixa Geral de Depósitos

If the payment is not done on the duinvoice's due date the registration may be cancelled.

6.2. Cancellation

The cancellation implies the loss of 50% of the registration fee.

8. Change on schedule and booth location

Due to logistic reasons the OC may have to change the booths' location or the schedule of the activites. If this happens, companies will be immediately informed.

9. Promotion

The OC is responsible for promoting this event in the Media and in others schools, among the staff and the students.

Companies which participate in FEUP Career Fair are also advertised on section PARTICIPANT COMPANIES.

The Impact of FEUP Career Fair 2015 can be checked on section FEUP Career Fair 2015..

10. Visitors

800 participants are expected to attend FEUP Career Fair (students, staff members from FEUP and from other schools on the Asprela Campus).

11. Cleaning

The cleaning of the exhibition area will be provided by the OC and will be carried out daily before the opening of the booths.

12. Security and Responsibility

There is a security room available, so that companies can keep their laptops, merchandising material, documents and so on. The Organisation does not take responsibility or liability for damage to, or loss of, any companies' property left in the Exhibition area prior, during or after the fair. The Organisation cannot be held responsible for any of the companies' material damage or disappearance.

13. Changes on the Regulation

The OC reserves the right to alter some of the information hereby provided. Every effort will be made to notify the companies about any schedule changes or cancellations.

