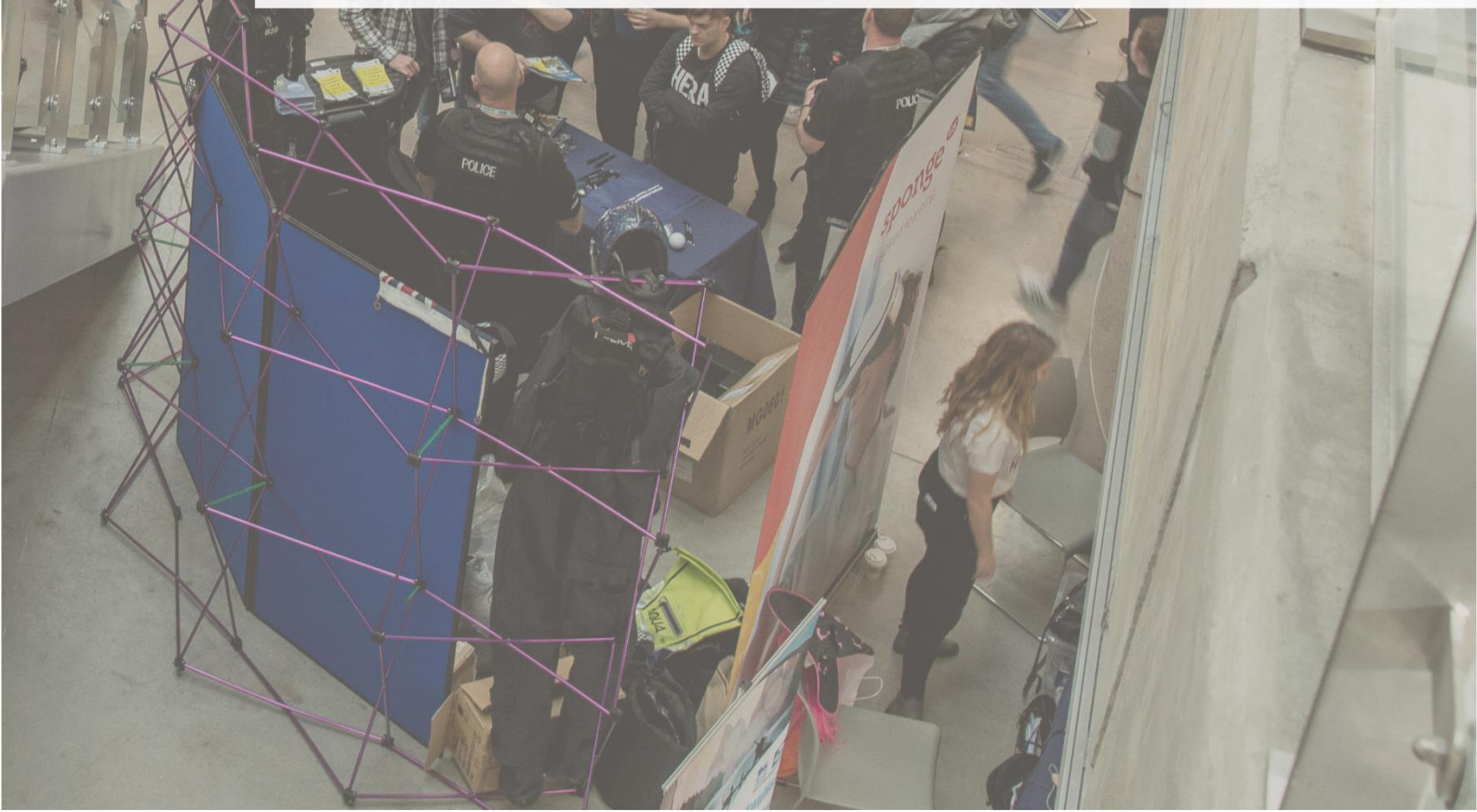




UNIVERSITY OF PLYMOUTH



PLACEMENT AND GRADUATE CAREER FAIR **FAQs**



FAQs

Where are the fairs held?

Our fairs are normally held in multiple locations across the main University of Plymouth campus including the Roland Levinsky Building and Rolle Marquee (adjacent to the Rolle Building). Both of these locations can be identified on our campus map. The confirmed location of the each fair will be included in your arrival information sent 2-3 weeks before the event.

What is the cost per fair?

Charity/Not for profit Organisations (Charity No. Req.)	SMEs (less than 250 employees)/Local Government	Private Sector/Recruitment Agencies/Central Gov/Armed Forces
£75.00 + VAT	£150.00 + VAT	350.00 + VAT

Is there a discount available?

A 10% discount is applied to organisations who book on to two (2) or more fairs.

What is included in the price?

- A stand space up to 3.5m wide in a central campus location (stand space will vary depending on the stand equipment you request to bring)
- Up to 3 tables (max 1.5m wide), 2 chairs (more can be provided on request), access to at least one power socket & Guest WiFi. We also have a limited number of tablecloths we can provide should you require one (these are on a first come first served basis).
- Refreshments throughout the day including; breakfast pastries upon arrival, one (1) lunch voucher per delegate (a maximum of three lunch vouchers per stand are included in the price) worth £5.50 each and redeemable at any café on campus, plus unlimited tea, coffee and water. Dietary requirements are catered for and if you are bringing more than three people, additional lunch vouchers can be purchased prior to the fair at £5.50 each.
- Careers & Employability staff and Student Ambassadors will be on hand all day to help set up and take down your stands, as well as helping to facilitate conversations with students.
- Marketing to advertise your presence at the fair, including your organisation logo on our website, your organisation profile on our myCareer portal, dedicated posts on our social media accounts and a listing in targeted emails.

How will my presence at the fair be marketed?

Campus wide and course specific publicity including a social media campaign, student and staff portal announcements, targeted emails, academic and Careers & Employability Service endorsement in lectures, leaflet and poster campaigns, links from our events page to your recruitment website and your organisation profile on our myCareer portal.

We promote the events through **#PlymUniGradFairs** on our [Facebook page \(/plymuniemp\)](#) and our [Twitter page \(@plymuniemp\)](#). Follow us and start tweeting before the fairs to further raise your profile on campus and help build the buzz around the fairs!

When do I need to book by?

Bookings close four (4) weeks prior to the event date or when capacity is reached (whichever comes first). Spaces are limited and allocated on a first come first served basis so we encourage booking sooner rather than later.

What other activities can I get involved with?

In addition to our career fairs throughout the academic year, we organise:

- employer panels
- student competitions, which employers sponsor and judge
- student mentoring
- networking evenings
- employer practice interviews

We can also advertise your graduate, placement and part-time roles free of charge direct to students. For more information on any of these activities, please get in touch.

Who can I contact for more information?

If you have any questions about the fairs or booking your space, please contact the Employer Engagement Team who will be able to answer any of your queries via employers.careers@plymouth.ac.uk or 01752 587729. You can also contact through myCareer at: <https://mycareer.plymouth.ac.uk/home.html>

When will I receive my arrival information and floor plan?

We will send detailed arrival information 2-3 weeks before the fair. If you need any information before this then please let us know. Unfortunately, we are unable to provide a floor plan prior to the event, however when you arrive on the day please sign in at the event reception desk and we will show you to your stand space.

Is there accommodation close to the university?

There are several hotels near the venue, notably Jurys Inn (0.3 mile – 6 min walk) and the Copthorne Hotel (0.2 mile – 5 min walk).

Is there parking at the university?

Due to our city centre location, parking is very limited therefore we are unable to provide any campus parking however there are numerous public car parks within a short walking distance of the venue, including:

- Regent Street car park (Sat Nav postcode - PL4 8BA)
- Drake Circus Mall (Sat Nav postcode - PL1 1EA)
- Mayflower Street East (Sat Nav postcode – PL1 1QJ)

These car parks operate a pay on exit system.

When can I set up my stand?

Most exhibitors set their stand up on the morning of the fair, with stand set up available from 08:30 and we request that stands be fully completed by 10:30 at the latest. Our Student Ambassadors will be on hand to help you with set-up.

You can set your stand up the night before the fair between 16:00 – 17:00. We would recommend only setting up your display stand and not leaving materials on display. We will have a room where materials can be stored however; we will not be able to store any valuables overnight. If you would like to set your stand up the night before then please let us know.

Can stand materials be delivered beforehand?

We are unable to accept deliveries of any stand literature prior to the event. If you are unable to transport your own stand and literature, please arrange to use a courier for delivery and collection of your materials on the day of the event.

At the end of the fair all stands and literature must be taken with you or collected by your courier (and must be collected no later than 17:00). Materials cannot be left for collection at a later date. Regrettably, any materials left behind will be disposed of. Please bring suitable labels for your materials to help facilitate the collection and return by the couriers.

Who do I contact on the day of the fair?

Prior to the fairs you can contact the Employer Engagement Team who will be able to answer any of your queries via employers.careers@plymouth.ac.uk or 01752 587729. On the day of the fairs, please contact our Event Co-ordinators on:

07703886915 or 07738753162