

## UPV JOB FAIR 2019 INFORMATION

# [www.sie.upv.es/foro](http://www.sie.upv.es/foro)

Dear Mr. / Ms.:

Regarding your participation in the 2019 Job Fair, organized by the Career and Employment Office (SIE) of the Polytechnic University of Valencia on 10<sup>th</sup> and 11<sup>th</sup> April, I would like to inform you about the following points of interest:

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## 1. STAND (Decoration, Dimensions and Promotional Materials)

### Decoration of stands:

The participating companies and institutions have **9<sup>th</sup> April** from 9:00 am – 6:00 pm to proceed with the interior decoration of the stand. Access to the UPV to unload materials and equipment will be carried out by entrance F, unloading area ([see maps](#)).

Removal of decorations will be **11<sup>th</sup> April** from 18:30 pm, leaving your booth clean.

**IMPORTANT!** The participating companies and institutions that have contracted courier services for collecting the decorations and company's materials on **11<sup>th</sup> April** the collection will be at the UPV-SIE stand at the Job Fair (next to the House of the student) until 7:00 pm.

From **12<sup>th</sup> April** the companies will be able to pick-up their material from:  
UNIVERSITAT POLITÈCNICA DE VALÈNCIA – Servicio Integrado de Empleo  
Edificio 6G-Nexus (next to Galileo Galilei Building)  
Camino de Vera, s/n – 46022 Valencia (Spain)

### Size of stand:

Dimensions of the stand are available at: [see stands specifications](#)

Those companies or institutions wishing to make a special decoration of the stand without damaging it cannot: drill, paint and nail.

**IMPORTANT:** the stand's top plate will have the company's logo. This is carried out by the job fair organization.

### **Company promotional material:**

Company promotional material that will be used during the days of the Employment Fair can be sent in advance to the following address:

To the attention of Esther Sanchis  
Universitat Politècnica de València  
Servicio Integrado de Empleo (edificio Nexus – 6G)  
Camino de Vera s/n 46022 Valencia – Spain -Tel: +34.96 387 78 87

The reception of these materials will take place until **5<sup>th</sup> April from 8:30 am to 13:30 pm**. Submitted materials will be stored in a storage area next to the Fair of Employment and distributed to the stands on 9<sup>th</sup> April between 9:00 am and 11:00 pm.

## **2. SECURITY OF STANDS**

From 20:00 pm 9<sup>th</sup> April the stands will have 24 hour security, so it will be possible to leave all decoration elements at the stand.

## **3. PLAN OF THE STANDS LOCATION**

The layout plan of the stands is available at: [see maps](#)

## **4. FAIR SCHEDULE and REGISTRATION**

On **10<sup>th</sup> April** upon arrival, you must be accredited by the “**SIE- UPV stand**”, which belongs to the hosting organization. They will hand over you an information package containing all the necessary documentation of the Employment Fair.

Opening hours: 10<sup>th</sup> and 11<sup>th</sup> April from 10:00 am - 18:00 pm – **Uninterrupted schedule.**

## 5. OFFICIAL FAIR OPENING

The official opening of the Fair will be held on **10<sup>th</sup> April**:

*11:00 a.m. Reception of authorities  
After that, visit to the stands*

The visit to the stands will be made by:

- D. Francisco J. Mora Mas, Rector for the Universitat Politècnica de València.
- D. José Millet Roig, Vice-Rector for Employment and Entrepreneurship.
- Authorities.

## 6. PARKING

A special parking area has been opened for participant companies and institutions, as indicated in the campus services map ([see maps](#)). One parking space has been reserved per company.

This map has also information of faculties and cafeterias on campus.

The parking area is the underground parking below the football field.

Access to the parking is by the **entrance G**, as indicated on the map. Access will be allowed upon identification of the Company at the entrance.

Access to the parking spaces is will be available between **8:30 am and 11:00 am**. Outside of these hours the parking areas will not be accessible.

## 7. EMPLOYMENT FAIR CELEBRATORY DINNER – AFTERWORK DINNER

On **10<sup>th</sup> April** we will hold a dinner – cocktail to which all companies involved in the Fair are invited. Dinner will take place after the close of the Fair.

**Place:** “House of the student”. Next to the Job Fair, at the University.

**Hour:** After the close of the Fair.



## 8. INTERNET CONNECTION

We inform you that companies will have a Wi-Fi connection in the Fair. **During the registration at the SIE-UPV Stand, we will give you the login and password.**

To manage it, it is required by our University the Personal Identification Number (i.e. Passport number) and name of the individual account holder.

We will use the “Contact name” of the application form. If the Personal ID is missing, we will contact you and ask for it. *(This person will be the responsible of the correct use of the connection)*

### IMPORTANT TO NOTE

- Your computer must have Wi-Fi, drivers installed and the user must have administrator privileges on your computer to adjust settings.
- Unlock corporate firewall if there are any.
- The equipment must be clean of viruses. In case of virus infection the connection to the services at the UPV can be withdrawn without prior notice.
- The Wi-Fi signal depends on the circumstances of the environment (climate, orientation of the position, number of people around, interference, etc.).
- Links of interest:

<http://www.upv.es/entidades/ASIC/indexc.html>

## 9. PROMOTIONAL ACTIVITIES FOR THE FAIR

- Diffusion of different articles and news before and after the conclusion of the event in newspapers.
- Collaboration with the Municipal Transport Company: The Municipal Transport Company will issue, through the channel of the EMT BUSSI, (TVs inside every bus), a promotional announcement of the Fair.
- Railways of the Generalitat Valenciana are working with the Fair through advertisements placed in the most significant underground stations.
- The event will be advertised on social networks - Facebook, Twitter, Myspace.
- The UPV will advertise the event on the main page of its website.
- The UPV television channel is issuing a notice of the Fair.



- Distribution of flyers publicising the ad on the campuses of both the Polytechnic University of Valencia and the University of Valencia
- Foro e<sup>2</sup> UPV poster, will be placed on the university campuses located in Valencia
- Two identical emails will be sent to 19,000 UPV alumnis, inviting them to participate. The first will be sent soon with the second nearer to the dates. Soon, we will also be sending an email to approximately 20,000 students to remind them that they can also attend the event.
- The newsletter of the Polytechnic City of Innovation will collect a broad review of the Employment Fair.
- Creation of a magazine with the commercial data of all participating companies.
- Dissemination of 8,000 informative leaflets with the presentation and conference programmes.
- Preparation of press releases sent to the media in general.
- APP Foro e<sup>2</sup>, accessible via web or downloading the App from the UPV Poli [Apps] store.

## 10. ADDITIONAL USEFUL INFORMATION

Breakfast and Lunch will be served both days of the Fair to the personnel of the companies and institutions attending the stands, without any cost. Coffee at the beginning of the day will be served at the stands you will receive all the information about the lunch in the registration “SIE – UPV” stand.

## 11. CONTACT

**For more information:**

Careers & Employment Office

Tel.: (+34) 963 877 887

E-mail: [foroempleo@sie.upv.es](mailto:foroempleo@sie.upv.es)

[www.sie.upv.es/foro](http://www.sie.upv.es/foro)

Yours sincerely,  
Ester Sanchis Sanchis  
Job Fair Coordinator 2019

Empleo y Emprendimiento

10 Y 11  
ABRIL 2019

FORO DE EMPLEO Y  
EMPRESARIADO  
VALENCIA / ALCALÍ / GANDÍA