

UPV JOB FAIR 2023

INFORMATION

17th and 18th May

foro de
empleo 

Empresa, Empleo y Formación



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

**VICERRECTORADO DE EMPLEO
Y FORMACIÓN PERMANENTE**





www.sie.upv.es/foro

Dear Sir/Madam.:

Regarding your participation in the 2023 Job Fair, organized by the Career and Employment Office (SIE) of the Polytechnic University of Valencia on 17th and 18th May, I would like to inform you about the following points of interest:

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ADDITIONAL USEFUL INFORMATION – **UPV will provide coffee at the beginning of the day, served at the stands. Lunch will also be managed by the Foro Organization Team.**

1. STAND (Decoration, Dimensions and Promotional Materials)

STAND DECORATION

- ☑ Period: Participating companies and institutions will have from **16th May** from **9:00 a.m. to 6:00 p.m.** for interior decoration of the stand.
- ☑ Access: Access to the UPV for unloading equipment will be done through **Entrance F - download map here, ([see maps](#))**
- ☑ Application: Send email to foroempleo@sie.upv.es with Company Name and Vehicle Registration, indicating the time period of work - Deadline on **Thursday, 11th May**.

COMPANY PROMOTIONAL MATERIALS

Any promotional materials that will be used during the Employment Fair can be sent in advance until **Thursday 11th May** during office hours (8:30 am to 13:30 pm) to the following address:

FAO: 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

Received materials will be stored in a storage area next to the Job Fair and distributed to the stands on 16th May between 9:00 am and 13:00 pm.

REMOVAL OF DECORATION

Removal of all decorations and materials will **begin** at the end of the fair on the 18th May from 18:30 pm.

IMPORTANT! Participating companies and institutions, which have contracted courier services for the removal of decorations and company materials, must direct them for collection to:

- **On 18th of May**: the UPV-SIE stand at the Job Fair (next to the Students Union “Casa del Alumno”).
- From the **19th May** during working hours from SIE-UPV:
UNIVERSITAT POLITÈCNICA DE VALENCIA – Servicio Integrado de Empleo
Edificio 6G-Nexus (next to Galileo Galilei Building), primer piso.
Camino de Vera, s/n – 46022 Valencia (Spain)

Size of stand:

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

Decoration of the stand with vinyl and other decorative items are allowed as long as they do not damage the structure or furniture of the stand in any way (it cannot be drilled, painted or nailed).

IMPORTANT: The front sign of the stand will display the name and logo of the company. The organizers of the fair will provide this sign.

2. STAND SECURITY

Before and during the Fair, it will be possible to leave all decorative items on the stand, as from 20:00 pm on the 16th May the stands will have 24 hours security.

3. PLAN OF THE STANDS LOCATION

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

4. FAIR SCHEDULE and REGISTRATION

Registration: On 17th May, upon arrival, you must register at the SIE-UPV stand. You will be given an information pack with all the documentation. Registration will start at 8:45am.

- **Stand from 1 to 66 and 148 to 172 – [blue zone](#) on de map.**
registration in stand SIEUPV A.
- **Stand from X to Z – [red zone](#) on de map.**
registration in stand SIEUPV B.

[See your number stand](#) and [see your stand location](#)

Opening hours: 17th and 18th May from 10:00 am - 18:00 pm – **Uninterrupted schedule.**

5. OFFICIAL FAIR OPENING

The official opening of the Fair will be held on **17th May**:

- *11:00 a.m. Reception of authorities*

After that, the stands will be visited by:

- *D. José E. Capilla Romá, Rector of the Universitat Politècnica de València.*
- *Dña. M^a Dolores Salvador Moya, Vice-Rector for Employment and Entrepreneurship of the UPV.*
- *D. Francisco Espinos Gutierrez, Director of the Chair of Business and Employment*
- *Other authorities.*

6. PARKING

A special parking area is available for participating companies and institutions, as indicated in the [Job Fair services and access map 17 and 18 May](#), with one parking space reserved per company.

This map also has information about location of the different schools and faculties, coffee shops, etc. available on campus.

The designated car park for your company is:

- **Stand from 1 to 66 and 148 to 172 – blue zone** on de map.
Parking 7A – access to entrance G.
- **Stand from X to Z – red zone** on de map.
Parking P8B – access to entrance J2.

Access will only be permitted upon identification of the Company at the entrance:

Send an email to foroempleo@sie.upv.es with Company Name – Stand Number and Vehicle Registration and day. Subject: “Parking for the UPV employment forum May 18 and 19”.

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

7. JOB FAIR DINNER – AFTERWORK DINNER

A Buffet will be held on **17th May** to all companies participating at the Job Fair.

- **Place:** UPV Students Union “Casa del Alumno”. Next to the Job Fair.
- **TIME:** At the end of the Fair (18:30 approximately)

8. INTERNET CONNECTION

All companies will have access to WI-FI during the Fair.

During registration at the SIE-UPV Stand, we will give you the username and password.


Wifi connections will be registered in the name of the contact person indicated in the Job Fair web platform. It must be used according to the Law of Services of the Information Society and Electronic Commerce (LSSI / CE) of July 11, 2002.)

IMPORTANT NOTICE

- Your computer must have Wi-Fi connectivity, drivers installed and the user must have administrator privileges on your computer to adjust settings.
- Unlock corporate firewalls if there are any.
- The equipment must be free of viruses. In the case of virus infection, the connection to the services at the UPV can be withdrawn without prior notice.
- The Wi-Fi signal depends on environment circumstances (temperature, 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

- Collaboration with the Municipal Transport Company: The Municipal Transport Company will display, 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 and will display advertisements in the main underground stations throughout Valencia.

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- Diffusion of exterior and internal vinyls of the buses EMT - Valencia.
 - 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.
 - The Foro e² UPV poster, will be placed around the university campuses located in Valencia
 - Two identical emails will be sent to 21,000 UPV alumni, inviting them to participate. The first will be sent soon with the second nearer the time. We will also be sending soon an email to approximately 22,000 students to remind them that they can also attend the event.
 - Mailing to the entire university community especially students.
 - A digital magazine will be created with the commercial data of all participating companies.
 - Preparation of press releases sent to the media in general.
 - APP Foro e², accessible via web or downloading the App from the UPV Poli [Apps] store.

10. PREVENTION OF OCCUPATIONAL HAZARDS

In order to comply with article 24 of Law 31/95, and the R.D. 171/2004, in the field of coordination of business activities, information, instructions and communication are exchanged, so that the documentation detailed below is informed and delivered:

- Preventive manual for external companies contracted from the cost centers - http://www.sprl.upv.es/CA2_2.htm
- Instructions to external companies - http://www.sprl.upv.es/CA2_3.htm

ACTION IN CASE OF DETECTING AN EMERGENCY SITUATION:

If you detect an emergency situation: fire, accident, or any other circumstance that requires rapid intervention, you must:

- Report the situation immediately to UPV Security personnel by calling the following extensions or telephone numbers from the nearest telephone:

EMERGENCY TELEPHONE

In the case of emergency call:



900 924 888

- Saying: What is happening, where it is happening and who is reporting it.
- Follow the instructions of the Security personnel.
- Only after informing Security of the situation, and if you are prepared for it, try to extinguish the fire or control the situation with the appropriate means available to you until the Emergency Team personnel arrive.
- REMEMBER: act only if you are not at risk, do not be reckless. Your safety is the priority.

11. CONTACT

For more information:

Careers & Employment Office

Tel.: (+34) 96 387 78 87

E-mail: foroempleo@sie.upv.es

www.sie.upv.es/foro

Yours sincerely,
Ester
Sanchis Sanchis
Job Fair Coordinator 2023