



## UPV JOB FAIR 2022 INFORMATION

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

Dear Sir/Madam.:

Regarding your participation in the 2022 Job Fair, organized by the Career and Employment Office (SIE) of the Polytechnic University of Valencia on 11<sup>th</sup> and 12<sup>th</sup> May, I would like to inform you about the following points of interest:

### INDEX

STAND (Decoration, Dimensions and Promotional Materials)

STAND SECURITY

STAND LOCATIONS

FAIR SCHEDULE AND ACCREDITATION – **Open all day**

FAIR OPENING

PARKING

JOB FAIR CELEBRATION DINNER – BUFFET

INTERNET CONNECTION

PROMOTIONAL ACTIVITIES FOR THE FAIR

PREVENTION OF OCCUPATIONAL HAZARDS

CONTACT

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 **10<sup>th</sup> 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](mailto:foroempleo@sie.upv.es) with Company Name and Vehicle Registration, indicating the time period of work - Deadline on **Thursday, 5<sup>th</sup> May**.

### COMPANY PROMOTIONAL MATERIALS

Any promotional materials that will be used during the Employment Fair can be sent in advance until **Thursday 5<sup>th</sup> 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 10<sup>th</sup> 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 12<sup>th</sup> 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 12<sup>th</sup> of May:** the UPV-SIE stand at the Job Fair (next to the Students Union “Casa del Alumno”).
- From the **13<sup>th</sup> May** during working hours from SIE-UPV:  
UNIVERSITAT POLITÈCNICA DE VALÈNCIA – 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 10<sup>th</sup> 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 11<sup>th</sup> 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 9:00am.

**Opening hours:** 11<sup>th</sup> and 12<sup>th</sup> May from 10:00 am - 18:00 pm – **Uninterrupted schedule.**

## **5. OFFICIAL FAIR OPENING**

The official opening of the Fair will be held on **11<sup>th</sup> 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<sup>a</sup> 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 [campus service map](#), 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 the event is the 7A underground car park below the football field. The entrance G, as indicated on the map accesses it. Access will be only be permitted upon identification of the Company at the entrance.

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 **11<sup>th</sup> 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.
- 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 e<sup>2</sup> 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.
- 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 e<sup>2</sup>, 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](http://www.sprl.upv.es/CA2_2.htm)
- Instructions to external companies - [http://www.sprl.upv.es/CA2\\_3.htm](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](mailto:foroempleo@sie.upv.es)

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

Yours sincerely,  
Ester Sanchis Sanchis  
Job Fair Coordinator 2022