

UPV JOB FAIR 2025

INFORMATION

28th and 29th May

**foro de
empleo** 
Empresa, Empleo y Formación



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



www.sie.upv.es/foro

Dear Sir/Madam.:

Regarding your participation at the **2025 Job Fair**, organized by the Career and Employment Office (SIE) of the Polytechnic University of Valencia on **28th and 29th May**, I would like to inform you about the following points of interest:

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ADDITIONAL USEFUL INFORMATION – **Lunch will also be managed by the Job Fair Organization Team.**

1. STAND (Decoration, Dimensions and Promotional Materials)

STAND DECORATION

Period:

- o Companies with stands in streets A and B have **Monday, May 26th from 9:00 am to 6:00 pm** to proceed with the interior **decoration of the stand**.
- o Companies with stands in streets C, D and E have **Tuesday, May 27 from 9:00 am to 6:00 pm** to proceed with the 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: Email to foroempleo@sie.upv.es with the Company name and vehicle registration number, indicating “Street” + “Stand” + “Day” + “working hours” - Deadline **Monday, May 19**.

REMOVAL OF DECORATION

Removal of all decorations and materials will **begin** at the end of the fair on the **29th May from 18:30 pm**, leaving your stand clean.

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 29th of May:** the **Stand B UPV-SIE** inside the fair. Maximum collection time is 7:00 pm
- From the **2nd Juny** 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:

- o [Stands tipo E \(ED y EI\)](#)
- o [Stands tipo P \(PD y PI\)](#)

The upper banner of the stand is already printed with the company's logo (this has been arranged by the organisers of the Forum e).

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).

COMPANY PROMOTIONAL MATERIALS

Any promotional materials that will be used during the Job Fair can be sent in advance until **monday, 19th May** 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

The reception of these materials will take place from 8:30 to 13:30.

The materials received will be stored in a warehouse next to the area where the fair will be held and will be distributed to the stands prior to the start of the event.

2. STAND SECURITY

Starting at 8.00 p.m. on 26th May, the stands will have 24 hours surveillance.

3. PLAN OF THE STANDS LOCATION

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

4. FAIR SCHEDULE and REGISTRATION

Acreditación: On May 28 upon arrival, you will need to be accredited. Close to the event, you will receive detailed instructions on the steps to follow.

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

Acreditación: will start at 8.30 a.m.

Opening hours: 28th and 29th May from 10:00 am - 18:00 pm – **Uninterrupted schedule.**

5. OFFICIAL FAIR OPENING

The official opening of the Fair will be held on **29th May**:

- *10.30 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 Elena de la Poza Plaza, Vicerrectora de Empleo, Formación Permanente y Lenguas de la UPV*
- *Other authorities..*

6. PARKING

A special parking area is available for participating companies and institutions, as indicated on the access and services map - 28 and 29 May ([see maps](#)), with one parking space reserved for each company.

Car park 7A - access from **entrance G**.

Access will be only be permitted upon identification of the Company at the entrance of the car park. For this purpose.

Send an e-mail to foroempleo@sie.upv.es with Company Name - Stand number- Stand number and vehicle registration number and day. Subject: "UPV Job Fair car park 28th and 29th May".

Parking spaces will be available between **8:00 a.m.** and **11:00 a.m.** Outside these hours it will not be possible to access the parking areas.

7. JOB FAIR DINNER – AFTERWORK DINNER

A Buffet will be held on **28th May** to all companies participating at the Job Fair.

- **Place:** Next to the Job Fair.
- **TIME:** At the end of the Fair

8. INTERNET CONNECTION

To access the **UPV-PUBLIC WIFI NETWORK**, follow these instructions - [Click here](#).

9. PROMOTIONAL ACTIVITIES FOR THE FAIR

Regarding the promotional activities of the UPV Job Fair:

- External bus vinyl wrapping of the Municipal Transport Company – EMT.
- Advertisement dissemination on MUPIS at Valencia Train Station, "Estación del Norte."
- Promotion on the giant screen at "Estación Joaquín Sorolla."
- Advertisement placement on "Ferrocarriles de la Generalitat Valenciana – FGV" at significant metro stations, both internally and externally.
- Promotion on "Ferrocarriles de la Generalitat Valenciana – FGV" through advertising footprints at major stations.
- Advertisement on "Ferrocarriles de la Generalitat Valenciana – FGV" through elevator vinyl wrapping at major stations.
- UPV website featuring the event on its homepage.
- UPV TV broadcasting news about the fair.
- Placement of UPV Job Fair posters on the university campus.
- We will send two emails through ALUMNI to over 21,000 UPV graduates, inviting them to participate. The first will be sent soon, followed by a second closer to the event date. We will soon send an email to over 22,000 students to remind them that they can participate in the event.
- Mailing to the entire university community, with a focus on students.
- Production of a digital magazine featuring data and advertising from all participating companies.
- Creation of press articles sent to general media outlets.

PREVENTION OF OCCUPATIONAL HAZARDS

In order to comply with article 24 of Law 31/95, and R.D. 171/2004, regarding the coordination of business activities, we proceed to the exchange of information, instructions and communication, for which we inform and deliver the documentation detailed below:

- ☐ Preventive manual for external companies contracted from the cost centres - http://www.sprl.upv.es/CA2_2.htm
- ☐ Instructions to external companies - http://www.sprl.upv.es/CA2_3.htm
- ☐ General evacuation plan of the Vera Campus - [link](#)

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 2025