

INFORMATION FOR COMPANIES

foro empleo UPV

May 6th and 7th, 2026

**foro de
empleo** 

Empresa, Empleo y Formación



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

**VICERECTORADO DE EMPLEO,
FORMACIÓN PERMANENTE Y LENGUAS**



www.sie.upv.es/foro

Dear Sir/Madam,

Regarding your attendance at the **foro e UPV 2026**, organized by the Vice-Rectorate for Employment, Lifelong Learning and Languages of the Universitat Politècnica de València on **May 6th and 7th**, I would like to inform you of the following points of interest:

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ADDITIONAL INFORMATION. **Lunch will be managed by the foro e organization.**

1. STAND (Decoration, Dimensions, and Promotional Material)

SETUP and Stand decoration

□ Information on the [Assigned area](#)

To know in which area is your stand, look whether:

- it starts with letter **A**, corresponds to **Area A**
- it starts with letter **B**, corresponds to **Area B**

□ Schedule:

- Companies with stands in AREA A can **decorate their stand** on Monday 4th of May, from **9:00 a.m to 6:00 p.m.**
- Companies with stands in AREA B can **decorate their stand** on Tuesday 5th of May, from **9:00 a.m. to 6:00 p.m.**

□ Access: The Access to the UPV for unloading materials will be via **gate G – loading area**, ([see maps](#))

□ [Request access for loading and decoration of the stand.](#)

DISAMSEMBLY of STAND Decoration

Disassembly will take place after the event concludes on May 7th, ensuring that your stand is left clean.

IMPORTANT! Companies and institutions that have contracted Courier services for material collection on **May 7th** must use the **STAND A UPV – SIE at the venue**. The **latest** time for collection is **7:00 p.m.**

From May 11th onwards, courier services must collect company belongings at:

Universitat Politècnica de València.

Servicio Integrado de Empleo

Building 6G - Nexus (next to the Galileo Galilei Hall)

1st floor. Camino de Vera, s/n, 46002 – Valencia

Stand Dimensions

Stand dimensions are available at:

- [Type E \(ED and EI\)](#)
- [Type P \(PD and PI\)](#)

The upper sign on the stand comes pre-printed with the company logo (managed by the Foro e organization).

Participating companies have full freedom to customize the INTERIOR of the stand and the counter with vinyl or other decorative elements, provided they do not damage the structure of furniture of the stand in any way.

IMPORTANT! Drilling, painting, nailing, and perforating are NOT allowed.

Promotional material of the Company

Promotional material to be used during the days of the Foro e days may be sent in advance by **Monday, April 27**, to the following address:

Universitat Politècnica de València
Servicio Integrado de Empleo
Attn: Ester Sanchis
Building 6G – Nexus, 1st floor (next to the Galileo Galilei Hall)
Camino de Vera s/n 46022- Valencia, Tel.: 96 387 78 87

Materials will be received between 8:30 a.m. and 1:30 p.m.

Received materials will be stored in a warehouse next to the Foro e venue and will be distributed to the stands prior to the start of the event.

2. STANDS SECURITY

From 8:00 p.m. on May 4th, the stands will have 24-hour security.

3. STAND DISTRIBUTION PLAN

Available at: [see maps \(click here\)](#)

4. ACCREDITATION AND Foro e HOURS

Accreditation: You must register upon arrival on May 6th. You will receive detailed instructions on the steps to follow as the event approaches.

To view your stand number ([click here](#)) and to view your location, ([click here](#)).

Accreditation: starts at 8:30 a.m.

Foro e Hours: May 6th and 7th, from 10:00 a.m. to 6:00 p.m. **Non-stop**

5. Foro e INAUGURATION

The official inauguration of the Foro e will take place on Wednesday, May 6th:

- *10:30 a.m. Reception of the Authorities at the Rectorado.*

Next, a visit to the stands will take place by:

- *D. José E. Capilla Romá, Rector of the Universitat Politècnica de València.*
- *Dña. M^a Elena de la Poza Plaza, Vicerrectora of Empleo, Formación Permanente y Lenguas de la UPV.*
- *Other Authorities.*

6. PARKING

A parking area has been set up for participating companies and institutions, as indicated in the [access and services map for May 6th and 7th \(see maps\)](#), with one parking space reserved per company.

Parking 7A – Access is via **gate G**.

Request: Entry will be permitted upon company identification at the entrance to said parking area. To arrange this, you will need to give the Company Name – Stand Number.

[Request reservation](#)

Parking spots will be available between **8:00 a.m. and 11:00 a.m.** Access to the parking won't be allowed outside of this timeframe.

7. DINNER CELEBRATION - COCKTAIL Foro e.

On **Wednesday, May 6th**, we will host a dinner - cocktail to which all companies participating in the Foro e are invited.

- **Location:** Next to the Nexus Building, south façade, between buildings 6C and 6D.
- **Time:** Dinner will take place after the foro e closes.

8. INTERNET CONNECTION

To access the **PUBLIC - UPV WIFI NETWORK**, Follow de next instructions – [Click here](#)

9. PROMOTIONAL ACTIVITIES foro e

Regarding de activities for the promotion of foro e UPV:

- **Promotion:** Exterior vinyl advertising on the Municipal Transport Company (EMT) buses (in collaboration with EMT).
- Event promotion via MUPIS (advertising panels) at the Valencia train station, "Estación del Norte".
- Event promotion via the giant screen at the "Estación Joaquín Sorolla".
- Promotion on the Ferrocarriles de la Generalitat Valenciana (FGV) network via advertisements placed at the most significant metro stations, both inside and outside.
- Promotion of the foro e via advertising floor decals at the main stations of the Ferrocarriles de la Generalitat Valenciana (FGV).
- Promotion of the foro e via vinyl advertisements on elevators at the main stations of the Ferrocarriles de la Generalitat Valenciana (FGV).
- The UPV website announces the event on its homepage.
- UPV TV will broadcast news about the forum.
- The foro e UPV poster will be displayed throughout the university campus.
- Two email campaigns will be sent via ALUMNI to more than 21,000 UPV graduates, inviting them to participate. The first will be sent soon, and the second closer to the date of the event. Shortly, we will also send an email to more than 22,000 students to remind them that they can participate in the event.
- Mailing to the entire University Community, with a special emphasis on the student body.
- Preparation of press releases: Articles will be drafted and sent to general media outlets..

10. OCCUPATIONAL RISK PREVENTION

In compliance with Article 24 of Law 31/95 and Royal Decree 171/2004 regarding the coordination of business activities, we are proceeding with the exchange of information, instructions, and communication. Consequently, the following documentation is provided and hereby delivered:

- Preventive Safety Manual for external companies contracted by cost centers. - http://www.sprl.upv.es/CA2_2.htm
- Instructions for external companies
-
http://www.sprl.upv.es/CA2_3.htm
- General Evacuation Plan for the Campus de Vera- [enlace](#)

ACTIONS TO BE TAKEN IN CASE OF EMERGENCY:

In the event of an emergency: fire, accident, medical emergency, or any other circumstance requiring rapid intervention, you must:

- Immediately report such a situation to the UPV Security staff by calling the following toll-free number from the nearest phone:

EMERGENCY phone

In case of an emergency contact:



900 924 888

- Say: **What** happens, **Where** it happens, and **Who** informs.
- Follow the instructions given by the Security staff.
- Only after reporting the situation to Security, and if you are trained and prepared to do so, attempt to extinguish the fire or control the situation using the appropriate available equipment until the Emergency Response Team arrives.
- **RIMEMBER**: Only act if you are not at risk; do not be reckless. Your safety is the first priority.

11. CONTACT. For more information:

Carrer & Employment Service - www.sie.upv.es/foro
Tel. 96 387 78 87 - foroempleo@sie.upv.es

Kind regards,
Ester Sanchis Sanchis
Head of foro de empleo UPV 2026