



Regulation for COMPANIES

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1. Date and Location

FEUP Career Fair takes place on the 18th and 19th October 2018 at the Faculty of Engineering - University of Porto ((FEUP) located in the Asprela Campus.

2. Organisation

FEUP Career Fair is part of the FEUP Career Path programme of the Cooperation Unit of FEUP, hereafter designated as Organisation Committee (OC).

3. Schedule

FEUP Career Fair starts on the 18th of October 2018 and finishes on the 19th of October 2018. The activities take place daily between 9h30 and 19h00 and the booths are opened during lunch time. There should be two representatives for each company, since they are supposed to have lunch in turns.

4. Activities

FEUP Career Fair will have the following activities:

- Exhibition Area (booths);
- Speed Talks (companies' presentations);
- Flash Interviews (recruiting interviews);
- FEUP Career Lunch (networking lunch - 2 persons per company).

NOTE: Check section PROGRAMME for detailed information on the activities.

5. Registration

5.1. Deadline and Limit

The deadline for registration is the 31st of July 2018.

The registrations are limited to the number of booths and schedules available for the different activities.

In order to have an equity on the engineering areas the OC reserves the right to refuse registrations of companies whose engineering area occupies more than 25% of the places available. The determining criterion is the order of online registration.

5.2. Registration for the Activities

Companies can participate in the following activities:

- Exhibition Area
- Speed Talks;
- Flash Interviews;
- FEUP Career Lunch.

Companies must register on-line on section COMPANIES - Registration for Companies until the 31st of July.

After submission, companies receive an automatic e-mail. This means that the registration was successful submitted. Within 48 hours the OC sends an e-mail (careerfair@fe.up.pt) confirming the registration. If after this period your registration is not confirmed or if you don't receive the automatic e-mail, please contact the OC either by e-mail (careerfair@fe.up.pt) or by phone +351 22 508 2162. The registration is valid only if you receive a confirmation e-mail.

5.2.1. Exhibition Area (booths)

Companies can register for one or two days, which implies a fee (check "7. Cost") and entitles the Company to:

- 6m² (3x2) booth with carpet, one table, 2 chairs, wireless internet access and electrical installation - registration for Sponsor or Exhibitor;
- 15m² (5m x 3m) with carpet, one table, 2 chairs, wireless internet access and electrical installation - registration for Main Sponsor;
- Free parking for one car (at FEUP's parking);

- Participation in the FEUP Career Lunch of 2 company's representatives;
- Promotion of the company in the fair's website.

NOTE: If you wish to bring your own booth, you must comply with the areas mentioned above.

Participation Conditions

- Companies which participate in the two days of the fair have to schedule a booth in the first 22 places. Companies which attend one day should book a booth from place 23 onwards.
- The Exhibition Area opens from 09h30 until 18h00;
- The set up and removal of booths has mandatory times (check "Booths' setup and removal" below)
- The booth location is identified with the exhibitor's name on the carpet.
- The check-in for Exhibitors is from 8.30 a.m. until 9.30 a.m. on the 18th October and on the 19th October (for companies which are registered for this day only);
- At check-in exhibitors are given a Welcome Package;
- The OC has its own booth - Infodesk of the FEUP Career Fair;
- There are bottles of water and tickets for coffee that will be served in Infodesk of the FEUP Career Fair;
- Exhibitors will be given lunch tickets;
- There is Support Staff that can help exhibitors with the setup of booths and equipment, can carry material to the security room and give information about the fair. This Staff is always in contact with the OC;
- Exhibitors can keep material and equipment in a specific room for that purpose. The Support Staff can help them with this task.

Booths' set up and removal

Companies are responsible for the setup and removal of the booth's structure and all the material used during the Fair. There are defined schedules for set up and booth removal, namely:

Participation on the 1st day or on the 2 days

Setup: 17th October from 3 p.m. until 6 p.m. or 18th October from 8.30 a.m. until 9.30 a.m.

Removal: 18th October from 6 p.m. until 7 p.m. or 19th October from from 6 p.m. until 7 p.m.;

Participation on the 2nd day

Setup: 18th October from 6 p.m. until 7 p.m or 19th October from 8.30 a.m. until 9.30 a.m.

Removal: 19th October from 6 p.m. until 8 p.m.

5.2.2. Speed Talks

This activity is free of charge, but online registration is mandatory. The sponsors have priority on scheduling this activity.

Participation Conditions

- There will be four sessions on 18th and 19th October (11h30 - 13h00 and 16h30-18h00);
- There can be a maximum of 32 companies on the 4 sessions (8 companies each);
- Each session lasts 90 minutes and each company can make a pitch of 5 minutes.
- Each company may register only for one schedule;
- The OC may change the schedule of the session, in order to guarantee that all engineering fields are represented in each session. It is not possible to have more than 4 companies (50%) of the same area.

5.2.3. Flash Interviews

This activity is free of charge, but online registration is mandatory. The sponsors have priority on scheduling this activity.

Participation Conditions

- There are 32 schedules available for this activity, 12 in the morning and 20 in the afternoon of 18th and 19th October;
- Flash Interviews are from 10h00 until 13h00 and from 14h00 until 19h00;
- Flash Interviews take 60 minutes;
- Each company can register only once for this activity;
- The OC publishes the offers from companies in the FEUP online job database under the title: FEUP Career Fair - INTERVIEWS (+ name of the Company). Candidates apply via e-mail or link for recruitment that companies have indicated on the registration form, sending CV, with the subject : **Application_FEUP Career Fair 2018**;
- Companies have to check email or link for recruitment in order to start the selection process;
- The selection of candidates is the responsibility of the companies. Interviews are scheduled by the companies directly contacting the candidates;
- Interviews are held on the day and time chosen by the company. The room where the interviews take place is posted on the website of the event;
- Each company can identify for these interviews up to 6 students (each interview should last 10 minutes);
- Companies must inform the Organisation Committee about the candidates they want to interview until 8th October 2018.

5.2.4. FEUP Career Lunch

All companies registered in the Fair can participate in the lunch. It's a networking activity between companies and online registration is mandatory.

Participation Conditions

- Each company can have a maximum of 2 persons;
- The buffet lunch takes place on 18th and 19th October between 12h30 and 14h00, in Coffee Lounge allowing the networking between companies;
- During the morning the Support Staff will hand out the tickets for the lunch;

- The Exhibition Area is open during lunchtime (Booths), so companies should guarantee there's always a representative at the exhibition booth.

6. Types of Participation

Companies can participate in the fair as Main Sponsor, Sponsor or Exhibitor.

6.1. Main Sponsor - Conditions

- Only one company can be the Main Sponsor;
- Possibility of running an Opening & presentation Session of 45 minutes;
- Sponsorship of Blind Pitch with the company's logo featured on the place where this activity takes place (roll up/others) and possibility of using the company's lanyards with the ID Cards of the participants;
- Booth with more space (5m x 3m) in the Exhibition Area during the two days of the fair;
- Company's logo featured as Main Sponsor:
 - On the fair's website;
 - in all advertising material, namely in the canteen and cafeteria tray covers (3000 units) distributed one week before the fair in the rooms where the fair's activities take place and in Corridor B, where the booths are located;
- Priority to schedule all the activities of the fair;
- Advertisement in FEUP's Newsletter (back cover) with 50% discount in the first semester of 2019 (circulation 3000 units sent to companies, institutions and media).

6.2. Sponsor - Conditions

- Booth in the Exhibition Area (3m x 2m) during the two days of the fair;
- Company's logo featured as Sponsor:
 - On the fair's website;
 - in all advertising material, namely in the canteen and cafeteria tray covers (3000 units) distributed one week before the fair;
 - in the rooms where the fair's activities take place and in Corridor B, where the booths are located;
- Priority to schedule all the activities of the fair, if there are schedules available;
- Advertisement in FEUP's Newsletter (inside of the back cover) with 20% discount in the first semester of 2018 (circulation 3000 units sent to companies, institutions and media).

6.3. Exhibitor - Conditions

- Booth in the Exhibition Area (3m x 2m) during one or the two days of the fair;
- Company's logo featured on the fair's website on section COMPANIES - Participant Companies;
- Participation in all the activities of the fair, if there are schedules available.

7. Participation Costs

Companies can participate in the fair in one or two days. Registration implies a registration fee. In those cases companies receive an invoice (check Payment Conditions).

TYPES OF PARTICIPATION	1 DAY	2 DAY	REGISTRATION (UNTIL 31st JULY)
Main Sponsor	3500€*		Exhibition Area (booths) Speed Talks Flash Interviews FEUP Career Lunch
Sponsor	1300€*		
Exhibitor	175€*	250€*	

*plus tax

7.1. Payment Conditions

After the registration is confirmed FEUP sends an invoice according to the type of participation.

The payment can be done by bank transfer according to the following:

- IBAN: PT50 0035 0196 0000 6125 73041 / IBAN: PT50 0035 0196 0000 6125 73041 - Caixa Geral de Depósitos

If the payment is not done on the invoice's due date (30 days), the registration may be cancelled.

7.2. Cancellation

The cancellation implies the loss of 50% of the registration fee.

8. Change on schedule and booth location

Due to logistic reasons the OC may have to change the booths' location or the schedule of the activities. If this happens, companies will be immediately informed.

9. Promotion

The OC is responsible for promoting this event in the Media and in others schools, among the staff and the students. Companies which participate in FEUP Career Fair are also advertised on section PARTICIPANT COMPANIES.

10. Visitors

1000 participants are expected to attend FEUP Career Fair (students, staff members from FEUP and from other schools on the Asprela Campus).

11. Security, Responsibility and Cleaning

There is a room available, so that companies can keep their laptops, merchandising material, documents and so on. The Organisation does not take responsibility or liability for damage to, or loss of, any companies' property left in the exhibition area prior, during or after the fair. The Organisation cannot be held responsible for any of the companies' material damage or disappearance. The cleaning of the exhibition area will be provided by the OC and will be carried out daily before the opening of the booths.



12. Data Protection

The treatment of the data collected for registration purposes will be used for the logistics of the event or for the advertisement of future events related to recruitment. Also the images collected during the Fair will be used by the OC for promotional purposes.

13. Changes on the Regulation

The OC reserves the right to alter some of the information hereby provided. Every effort will be made to notify the companies about any schedule changes or cancellations.