

UCD 2018/19 Careers Fairs

EXHIBITOR MANUAL

Career Development Centre



Contact Information

Career Development Centre

Organiser

UCD Careers Development Centre

James Joyce Library, UCD

Tel: 01 7167571

Email: careers@ucd.ie

Web: www.ucd.ie/careers/

Contacts on the day

All general queries;

Oonagh Sweeney, Employer Engagement & Operations Manager
oonagh.sweeney@ucd.ie , Ph: 00 353 7167572

Caroline Fitzsimons, Career Development Assistant
caroline.fitzsimons@ucd.ie /careersevents@ucd.ie , Ph: 00 353 7167573



EVENT DETAILS

Venue

O'Reilly Hall, University College Dublin, Donnybrook Dublin 4 (Via Stillorgan Entrance)

Date & Key Times for Recruitment Fairs

Science, Engineering & Technology Fair - 25th September 2018
11-3pm

Business, Finance and Management Fair - 26th September 2018
11-3pm

Set-up/ Deliveries Times:

On both days, delivery times to Hall are between 8-11am. Due to building works taking place, delivery access/set down only is through the O' Reilly Hall Carpark. Please drive to the end of the carpark and a car parking attendant will assist you. Please also advise any couriers of these arrangements. For the Science Fair, you will be allowed access to the Hall from 1-4pm on Monday 24th September.

Stand Layout

2 chairs will be supplied for each of the stands and each stand will have a high countertop (Dimensions of the counter are width 1000mm, depth 500mm and height 1000mm).

Dimensions for stands located in the centre of the hall are 3m x 1.5m and a height of 2.5m. All stands located at the sides i.e. around the wall areas are 2.5m x 1.5m with a height of 2.5m.

A MAXIMUM of 4 people per stand is advised and any more may not be facilitated due to health and safety.

Sockets will be placed at rear of stands for safety reasons - please bring your own extension lead/s if required.

Additional Stand Requirements:

If you need any additional stand requirements, please advise us asap as requests on the day cannot be accommodated.

Wired Internet

Wi-fi is available in O'Reilly Hall but as consistent coverage cannot be guaranteed please let us know if you specifically need wired access for the day.

Help on the Day

Your key contacts are Oonagh and Caroline as detailed above, but we also have student helpers who will be clearly identifiable and are designed to help you during the event.

Social Media & Photography

As this is a student focused event, please ensure you follow us on Facebook/Twitter and Twitter and as we will be live tweeting on the day, please use #UCDCareersFairs. We will be taking photographs and live Instagram videos throughout the day, if you do not wish to be included, please let us know.

Catering

Bottled water will be provided at each stand. We are unable to provide onsite catering this year due to building works taking place on site.

Lunch will be provided between 12-1.30pm in the O'Brien Centre for Science Building directly across from O' Reilly Hall (no 67 on the UCD map).

In your employer pack, you will be given a lanyard (max 4 per stand) which will entitle you to a hot buffet lunch (vegetarian option & salads available) and tea/coffee. We will have student helpers directing you to the lunch venue on the day.

Getting to the Campus

Public Transport

We advise that you travel to the campus by public transport or taxi. Buses 46a, 145 and 39a leave from Dublin city centre

Parking

Vehicle access for the fair is via the main UCD campus entrance on the Stillorgan Road (N11) only. This year we have secured a limited number of parking onsite in the overflow car park of the running track. (N3 on the parking map) Please email oonagh.sweeney@ucd.ie for your coupon for parking. Please note there is maximum of 60 places and we cannot guarantee parking after this in the visitors car park.

Parking attendants will be stationed at the running track from 8-11am to advise you. As this is a PAID parking area, you will be required to pay for parking which is €3.00 for the day. You can only avail of this service by following these set of instructions:

<http://ucdestates.ie/commuting/getting-here/driving/parking/parking-for-visitors/park-by-text-in-ucd/> .

There is no facility for pay and display so payment has to be made online. Please ensure you do so as UCD operates private clamping and we do not accept any liability for parking illegally.

Please ensure you deliver your material first before you park, the parking is a 5-10 mins walk from the venue. Please advise us if you require disability parking.

Health and Safety

UCD Career Development Centre and O' Reilly Hall will take all reasonable safety and security precautions to ensure the efficient functioning of the exhibition. Equipment and material must not, in any way, endanger or otherwise inconvenience the exhibition, other exhibitors, visitors, public or UCD personnel. Any exhibition material, which in the opinion of O' Reilly Hall represents a potential danger, may not be brought into the exhibition area. No installation will be permitted which will hinder access by UCD personnel to other areas of O' Reilly Hall

Distribution of promotional material must be confined to your stand area and not in the gangways or elsewhere.

The exhibitor or its contractor must remove any packing material or other litter brought into the site and all debris arising from the construction or dismantling of stand fittings, etc., from the premises. Please do not obstruct exit doors and they must be kept free of obstructions at all times.

O' Reilly Hall and the Career Development Centre cannot hold materials in the Hall after the fairs, please ensure you advise your courier to collect stands/materials by 4pm on the day of the fair.

Installations

Exhibitors are responsible for ensuring that all construction and installation work complies with relevant Irish/EU Health and Safety Legislation. The installations may be inspected by the relevant Authorities for compliance.

O' Reilly Hall will not be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person. This extends to the use of all College car parking facilities. The exhibitor is responsible for damages to O' Reilly Hall property and individuals.

The exhibitor is required to indemnify UCD, its officers, employees and agents against all claims, demands or liabilities and costs arising out of any acts or omissions in the part of the exhibitor, its officers, directors, employees, agents and visitors or business guests. Exhibitors are required to have appropriate levels of insurance in place to cover this liability and to produce proof of such to the conference organisers prior to commencement.

Terms and Conditions

You must review and agree to the UCD Career Development Centre Exhibitor and Sponsor Terms and Conditions of Attendance and Participation when making your booking. This details our policies on Cancellation and Payment terms, please log on to <http://www.ucd.ie/careers/employers/recruitmentfairs/> for more details.

Hotel Accommodation

Please contact your chosen hotel to make your accommodation reservations

Clayton Hotel. * Ballsbridge Dublin 4. (0.5km)**

Next to the RDS Simmonscourt in the heart of Dublin's exclusive business district and embassy belt.

For best available rate visit <http://www.claytonhotels.com/>

Four Seasons Hotel. ** Ballsbridge Dublin 4. (0.5km)**

Just a short stroll from the heart of vibrant shopping and business, escape into a peaceful retreat, immersed in greenery. Call +353 (0) 1 665 4000 for current room rate.

Herbert Park Hotel. ** Ballsbridge, Dublin 4 (1.0km)**

Herbert Park Hotel is located just a short distance from Dublin city centre. Call +353 (0) 1 667 2200 for best available rates.

Doubletree. ** Upper Leeson Street, Dublin 4 (3.0km)**

The Burlington Hotel, one of the premier Luxury 4 Star Hotels in Dublin City, Call +353 (0) 1 618 5600 for best available rates.

The Dylan Hotel. *** Eastmorland Place, Dublin 4 (2.0km)**

On an exclusive Victorian street, the Dylan Hotel in Dublin 4 is nestled in the heart of Dublin city centre's most sophisticated quarter. Call +353 (0) 1 660 3005 for best available rates.

Radisson Blu Hotel. *** Blackrock, Dublin 4 (4.0km)**

A short walk from University College Dublin. Luxurious accommodations, white-glove service and award-winning dining. Call +353 (0) 1 218 6000

The Sandymount Hotel. * Sandymount, Dublin 4 (1.0km)**

Discover a genuinely different Dublin hotel, exclusively located between Ballsbridge and Sandymount in Dublin 4.

Call +353 (0) 1 614 2000 for best available rates.

List of Taxi Companies



Global Taxis

Phone: 01 872 72 72

www.globaltaxis.ie

Ballsbridge Taxis

www.ballsbridgetaxis.ie

Phone: (01) 60 80 900

Trinity Taxis

www.trinitytaxis.ie

Phone: (01) 708 22 22

NRC

www.nrc.ie

Phone: (01) 677 22 22

