



# 2012 Careers Fair



## Exhibitor Information

## OPERATIONAL DETAILS

<b>Fair Location:</b>	Gardens Point Campus Queensland University of Technology (QUT) 2 George Street Brisbane Q 4000	
<b>Build-up of Booths by Exhibitors:</b>	8.30am to 9.30am	12 March 2012
<b>Fair Open to Students:</b>	10.00am to 2.00pm	12 March 2012
<b>Booth Pack up by Exhibitors:</b>	2.00pm to 3.00pm	12 March 2012
<b>Fair Organiser:</b>	<b>Catherine Garino</b> Tel: +61 7 3138 9882 Mob: 0422 628 947 Email: <a href="mailto:c.garino@qut.edu.au">c.garino@qut.edu.au</a>	
<b>Alternative Contact:</b>	<b>Stephanie Birch</b> Tel: +61 7 3138 2726 Mob: 0416 801 173 Email: <a href="mailto:stephanie.birch@qut.edu.au">stephanie.birch@qut.edu.au</a>  Fax: +61 7 3138 2368 Web: <a href="http://www.careers.qut.edu.au">www.careers.qut.edu.au</a>	

<b>Courier Address:</b>	<b>Attn: Catherine Garino</b> <b>CAREERS FAIR</b> <b>“NAME OF YOUR COMPANY”</b> <b>QUT, Careers &amp; Employment</b> <b>X222, Gardens Point Campus</b> <b>2 George Street</b> <b>BRISBANE Q 4000</b>
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See the ‘Advanced Deliveries’ section - page 3 of this handbook for further details.

## ADMINISTRATIVE DETAILS

### Event Location:

QUT's Gardens Point Campus is located on the Brisbane River in the city centre, next to the Botanic Gardens and Parliament House on George Street, Brisbane. For city and QUT Maps: please see Appendix 1.

### On Arrival:

On arrival please go directly to the Exhibitor Registration desk which will be located at the QUT Main Gate (see Appendix 1) to register and collect your exhibitors' pack. A QUT Careers and Employment staff member will be available to direct you to your booth and assist with your equipment.

### Advanced Deliveries:

If necessary, bulk literature supplies for your booth and portable exhibition stands can be forwarded in advance of the fair and should be sent for the attention of Catherine Garino to the QUT, Careers & Employment address (see Operational Details at the beginning of this Handbook). Please mark items clearly with the **name of your company** and "Careers Fair", and contact Catherine prior to delivery to provide an expected arrival date. All deliveries must be made within the Careers & Employment business hours, 9am to 5pm, Monday to Friday.

*\*\*\* If, due to unforeseen circumstances, your advance deliveries cannot be delivered until the day of the fair, it is your responsibility to inform Catherine Garino of this arrangement prior to the fair. A representative of your company must be available to take delivery of the items upon their arrival. Alternatively, if this collection arrangement is not possible, you must notify Catherine Garino if you need her to take delivery and the items will be available for collection from the Exhibitor Registration desk (see Appendix 1).*

### Loading/Unloading:

Due to parking restrictions (see next section below), access to the campus is limited to the drop-off loading zone at the George Street Entrance. A QUT Careers and Employment staff member will be available to assist you to transfer your display materials from your vehicle to your booth on arrival and at the end of the day.

### Car Parking:

QUT has limited parking available on campus particularly during Semester Teaching periods. Due to this, we **CANNOT** offer parking for any exhibitors and recommend that you use alternative forms of transport such as taxis or public car parking close to the campus. Taxi phone numbers are supplied in Appendix 3, Useful Phone Numbers.

Public Car Parking facilities close to the campus are at the following locations; all locations are indicated on the City and QUT Maps (Appendix 1):

- Short-term Car Park, Gardens Point Road (meter parking 4-hours maximum, no early-bird parking)
- Parkade Car Park, Cnr of Margaret and Albert Streets, enter via Margaret St (early-bird available, in by 9:30am).
- Although it is a bit of a walk (approximately 1km), you may wish to park at South Bank and enter QUT campus by crossing the Goodwill Bridge. If you are a visitor to Brisbane this is a great way to enter the city.

### Refreshments/Lunch:

Lunch will be delivered to all booths between 12.00pm and 1.30pm. Tea, coffee and refreshments will be available between 8.30am and 2.30pm (location details are provided in the Exhibitors' Pack at the fair). Water and softdrink will be brought to your booth throughout the day. For catering purposes, accurate numbers of company representatives are required upon registration.

**NB:** Lunch/refreshments for **2 representatives only** are included in the hire of 1 booth space. If 2 booths are booked, up to 4 lunch packs are included, if required. An additional cost per person will be charged for any extra representatives who require a lunch pack. This charge will be based on the number of lunch packs booked on your registration form. Extra charges may be invoiced after the fair if extra lunches are requested at your booth on the day.

Additional refreshments can be purchased on campus from the university refectory; Bar Merlo and Artisans cafes; and vending machines. These venues are marked on the maps or just ask one of the Careers and Employment staff members for directions on the day.

**Booth details:**

- A standard booth is 3m (wide) x 1.2m (deep).
- 1 table and 2 chairs are provided with each booth. You have the option of a large (rectangle) or small (square/circle) table and extra chairs can be requested on your registration form.
- The carpeted booth walls can be utilised to display posters and other display materials. It is suggested that velcro dots are used to fasten material to the walls. It is the exhibitors' responsibility to supply these materials, although we will endeavour to have a small supply available on the day.
- If you are bringing display boards or free standing displays please make sure these do not exceed the dimensions of your booth, and allow room for your representatives and visitors to your booth. Facilities available to exhibitors whose display stands exceed the booth dimensions include purchasing an additional booth space (see Additional/Optional Charges) or requesting a corner booth space. Please contact Catherine Garino if you need to discuss your space requirements.
- Power supply - if requested on your registration form.
- This year for the comfort of exhibitors we will be organising for the **installation of fans throughout the marquee.**
- Any items delivered to us prior to the date of the fair will be placed at your booth ready for your arrival.

**Application Forms and Resumes:**

If you are in a position to accept applications from students on the day of the fair please indicate this on the Registration Form.

**Work Permits:**

International students have occasionally experienced difficulties at the fair. We encourage employers to state any requirements concerning work permits/permanent residency etc., at an early stage in any discussions. The requirements listed on your registration form will be used to advise students prior to the fair whether or not you are able to accept applications from those requiring a work permit.

**Cancellations:**

If you need to cancel your fair booking, please let us know immediately as some students may be coming specifically to see you. Any cancellations made prior to **13 February 2012** will not incur any charges but exhibitors cancelling after this date will be charged a nominal fee for the reserved booth space.

**Payment:**

You will be sent an invoice for your registration and payment is expected prior to attendance at the Careers Fair. For this reason, please ensure that the correct invoicing details are included on your registration form. Extra charges may be invoiced after the fair if you require changes to your initial registration details (i.e. additional lunches and/or equipment).

**Telephones:**

- Public telephones are available close to the fair venue (see Map).
- If necessary, exhibitors will be able to make business calls from the telephones in the Careers & Employment Reception, Room X222, Level 2, X Block. All incoming messages will be brought to your booth.
- During the fair, exhibitors can be contacted via the Careers & Employment Reception: Tel: 07 3138 2649, Fax: 07 3138 2368. Please advise a QUT Careers and Employment staff member at the fair reception if you are expecting to receive a call or fax.

**Web Advertising/Company Profiling:**

The Careers & Employment website hosts pages for the 2012 Careers Fair that will be available for QUT students. Your organisation will be listed on our website with details of the disciplines you are seeking.

Please ensure your employment opportunities are listed on the Careers & Employment CareerHub site. Simply go to <http://www.careers.qut.edu.au/> and click on **CareerHub – employer login** at the bottom of the page under **Quicklinks** to place your free ad. See Appendix 4 for detailed instructions.

**Interviewing Facilities:**

An informal discussion with a job seeker at your booth may indicate that a more formal interview is desirable at a later date. If you would like to book a room on the QUT campus for a formal interview, speak to a Careers & Employment staff member or contact us on 07 3138 2649 or via email to [careers@qut.edu.au](mailto:careers@qut.edu.au).

### Company Presentations:

Careers & Employment will be scheduling Company Presentations, where you can present details of your opportunities to QUT students face-to-face in an hour session (usually lunchtime), between **28 February and 5 April 2012**. If you wish to schedule a presentation during this period please contact Sue Sweet on 07 3138 1383 or [s.sweet@qut.edu.au](mailto:s.sweet@qut.edu.au). If it is more suitable, Company Presentations may also be scheduled outside of this period, although it is best to check the Academic Calendar at <http://www.studentservices.qut.edu.au/info/calendar/> for details of exam and holiday periods.

### Literature/Free Samples:

Most students prefer to use online sources to gather information about your company; however, Careers & Employment staff are happy to collect some materials from your booth on the day of the fair for display in our Career Resource Centres.

### Accommodation:

Appendix 2 in this manual gives details of hotel accommodation in Brisbane city. This information is provided as a guide only - QUT Careers & Employment does not take any responsibility with regards to accommodation arrangements.

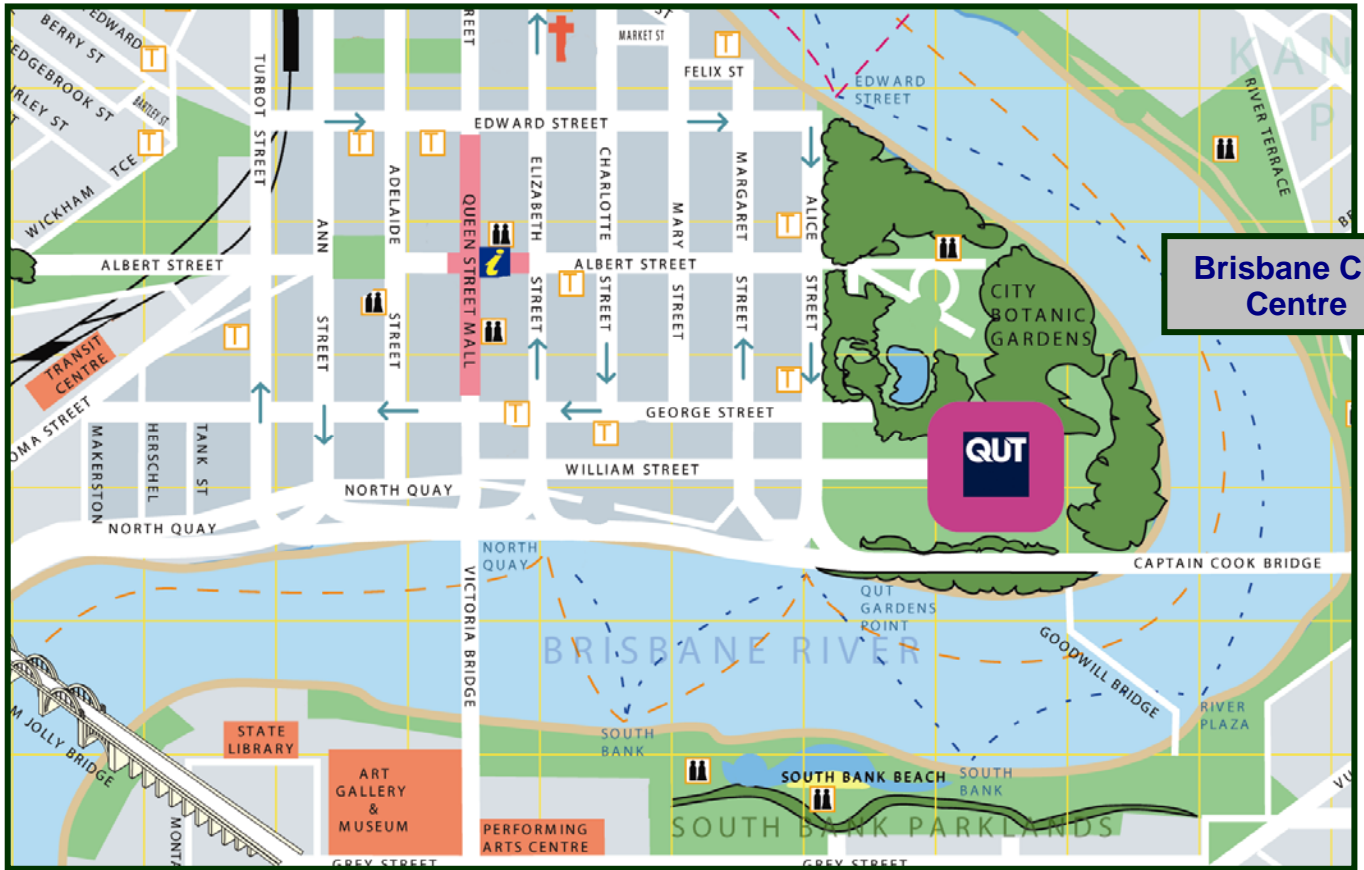
### After the fair:

- We encourage you to remain at your booth until 2.00pm.
- Your feedback regarding your fair experience is important to us, so please look out for our Evaluation Form, which we will endeavour to hand to you on the day or email to you shortly after the fair.
- Careers and Employment staff will assist you with trolleys to return to the George St loading zone, and will also assist in booking taxis for your departure.

Thank you for supporting QUT.

Queensland University of Technology  
Careers & Employment  
Level 2, X Block  
Gardens Point Campus  
GPO Box 2434  
Brisbane Q 4001

Tel: 07 3138 2649  
Fax: 07 3138 2368  
Email: [careers@qut.edu.au](mailto:careers@qut.edu.au)  
Web: [www.careers.qut.edu.au](http://www.careers.qut.edu.au)



**Brisbane City Centre**

Developed from map found on [downtownBrisbane](#)

## Queensland University of Technology

City Botanic Gardens

**QUT Gardens Point**

**No vehicular entry**

To city

George St

Alice Street

William St

Parliament House

Drop off and Collection Point

exit

short term car park

entry

Brisbane River

Captain Cook Bridge

Exhibitor Registration desk

Careers Fair location

Kidney Lawn

OGH

CCC

OP

Construction Site - no access

Pedestrian/cycle bridge link to South Bank

**Parking:** Parking is available in the designated area only. **Parking permits are required.** Short-term parking is available in the Short-term carpark.

**Security:** 3864 5585 Emergency 5555

- Public roads (BCC/MRD)
- Restricted vehicle access road
- Pedestrian paths (walkways)
- Boom gate
- Mobility impaired parking
- Public telephone TTY Public telephone
- Bicycle parking Toilets
- Campus map Taxi/pick-up

**Faculties and Schools/Disciplines**

Accountancy	B
Advertising, Marketing & Public Relations	Z
Brisbane Graduate School of Business	B
Built Env't & Eng Faculty Office	L
Business Faculty Office	N
Civil Engineering	L
Construction Management & Property	X
Creative Industries Dean's Office	B
Creative Writing & Cultural Studies	D
Design & Built Environment	J
Design & Built Env - Workshops/Deliveries	D
Economics & Finance	Z
Electrical & Electronic Systems Eng	S
Information Systems	S

Information Technology Faculty Office	S
International Business	Z
Journalism	B
Law Faculty Office	C
Life Science	O
Management	D
Mathematical Sciences	L
Mechanical, Manufacturing & Medical Eng	O
Media Communication	B
Natural Resources Sciences	R
Physical Sciences	E/H/M/Q/W
Science Faculty Office	R
Software Eng & Data Communication	S

## Hotels located in the Brisbane CBD area.

\*\*closest to event location

### Albert Park Hotel

551 Wickham Terrace, Spring Hill  
Tel: 07 3831 3111

### Astor Hotel

193 Wickham Terrace, Brisbane  
Tel: 07 3144 4000

### Brisbane Marriott

515 Queen Street, Brisbane  
Tel: 3303 8000

### \*\*The Chifley on George

103 George Street, Brisbane  
Tel: 07 3221 6044

### The Chifley at Lennox

66 Queen Street, Brisbane  
Tel: 07 3222 3222

### Clarion Collection Rendezvous Hotel

255 Ann Street, Brisbane  
Tel: 07 3001 9888

### Hilton Brisbane

190 Elizabeth Street, Brisbane  
Tel: 07 3234 2000

### Holiday Inn Brisbane

159 Roma Street, Brisbane  
Tel: 07 3238 2222

### Hotel George William

325 George Street, Brisbane  
Tel: 1800 064 858

### Hotel Grand Chancellor

23 Leichhardt Street, Brisbane  
Tel: 07 3831 4055

### Hotel Ibis

35 Turbot Street, Brisbane  
Tel: 07 3237 2333

### Mercure Hotel Brisbane

85-87 North Quay, Brisbane  
Tel: 07 3237 2300

### Novotel Brisbane

200 Creek Street, Brisbane  
Tel: 07 3309 3309

### \*\*Quay West Suites

132 Alice Street, Brisbane  
Tel: 07 3853 6000

### \*\*Royal Albert

167 Albert Street, Brisbane  
Tel: 07 3291 8888

### \*\*Royal on the Park

Cnr Alice & Albert Streets, Brisbane  
Tel: 07 3221 3411

### Rydges South Bank

9 Glenelg Street, South Bank  
Tel: 07 3364 0800

### The Sebel Suites

95 Charlotte Street, Brisbane  
Tel: 07 3224 3500

### Sofitel Brisbane

249 Turbot Street, Brisbane  
Tel: 07 3835 3535

### \*\*Stamford Plaza

Cnr Edward & Margaret Streets, Brisbane  
Tel: 07 3221 1999

### Treasury Casino & Hotel

Top of Queen Street Mall, Brisbane  
Tel: 07 3306 8896

It is the exhibitors' responsibility to organise their own accommodation. Careers & Employment have prepared this list for your convenience only and are unable to provide an accommodation booking service.

## Useful Telephone Numbers

### QUT Careers & Employment

- Catherine Garino, Fair Organiser.....07 3138 9882
  - Mobile.....**0422 628 947**
- Stephanie Birch, Fair Organiser.....07 3138 2726
  - Mobile.....0416 801 173
- Careers & Employment Reception.....07 3138 2649
  - Fax.....07 3138 2368

### Brisbane Taxi Companies

- Yellow.....131 924
- Black & White.....131 008

### Emergency (On-campus)

- QUT Campus Security.....07 3138 5585

## Web Advertising

QUT Careers and Employment has an online service, CareerHub, for you to place job advertisements and information about your company. The placement of your job online is a simple and straightforward process and the information is then available for viewing by all QUT staff and students.

You can post ads and company information directly onto the CareerHub website from your office at any time. **This is a free service.**

### To register your company:

1. Go to the QUT Careers & Employment website at <http://www.careers.qut.edu.au>
2. Go to **Quicklinks** (at bottom of page) and Select **CareerHub-Employer Login**
3. Select **Register on CareerHub**
4. Complete the details in the Employer Registration form, and then click **Finish** at the end of the form.

Following your registration, you will be able to place jobs online, as well as request presentations/events. The approval process should take no longer than 24-48 working hours.

### To place an advertisement:

1. Go to our website at <http://www.careers.qut.edu.au>
2. Go to **Quicklinks** (at bottom of page) and Select **CareerHub-Employer Login**
3. Enter your login details
4. Select **Add a New Job** to enter your job details, then click **Continue**

You will be notified once your job advertisement has been approved and placed online.

### To request a change in the details of your job advertisement:

1. Follow the above instructions to log into CareerHub
2. Click on **Current Jobs**, and then select **View Job** for the relevant job advertisement which you wish to edit
3. At the top of the page, click on **Change Request Form**, which appears in the 'Details Locked' box
4. You are then able to specify the changes you wish to make to the advertisement, and then click **Save**

You will receive confirmation when the details have been updated.