

IN ORDER TO COMPLETE YOUR BOOKING

Please note that all bookings must be finalised at least two weeks prior to the event date. This is in order to have enough time to prepare the virtual careers platform. The set-up of each organisation's space on our virtual event takes a significant amount of administrative resource so this will not be started until payment has been made.

The booking form will require some essential information to enable us to provide the administrative set up in the background. To ensure you can complete your booking successfully we've provided a list of things you will need:

1. Payment details

Our preferred payment method is via our online shop. You will need a debit or credit card in order to make your payment.

If you are unable to pay via a debit or credit card, then a company purchase order to the value of your booking must be provided. The Purchase Order number must be provided in advance to business@salford.ac.uk and the number then included in your booking form.

Please note, without exception bookings cannot be accepted unless the payment is made or agreed in advance. Our standard invoice terms require payment within 30 days but for the purposes of the Virtual Careers Fair any invoice MUST be paid 2 weeks prior to the fair date.

2. Contact information

Full details of:

- the person making the booking
- the person responsible for finance, should there be any queries
- the primary contact responsible for preparing and delivering your virtual fair content
- Twitter / Instagram handle for use when marketing the event to students

3. Description of your organisation and the opportunities you are promoting

The details provided will be used within your Employer Profile Page which will assist students in finding you. It is vital that you provide sufficient detail and links to company resources to enhance the experience of students attending the fair.

4. How you will engage with students during the fair

An understanding of how you wish to provide your student interaction, e.g. webinars, 1:1 appointments, drop-in sessions, pre-recorded content. Within the booking form there are a selection of additional options you can choose in addition to the basic offer. The following pages detail what is included within your base cost and outlines the optional extras that will be available for an additional fee. Please ensure you have determined your organisation's requirements before making the booking.

Following the confirmation of your booking we will be in touch to discuss the format and provision of any digital content you wish to use. The contact should be the person identified as the primary contact above.

INCLUDED IN YOUR BASE COST

1 hour Student Engagement Slot, for you to offer a presentation/workshop/Q&A session

Please identify which timeslot you would prefer.

Note: Up to 3 additional slots are available as an optional extra below.

10:30 - 11:30

11:00 - 12:00

11:30 - 12:30

12:00 - 13:00

12:30 - 13:30

13:00 - 14:00

OPTIONAL EXTRAS

Up to 3 additional Student Engagement Slots (£25)

Choose from the following timeslots

Note: You may want to use these slots for a variety of different engagement methods. For example, a presentation, workshop and/or Q&A session

13:30 - 14:30

14:00 - 15:00

14:30 - 15:30

15:00 - 16:00

Drop-in Session (£25)

Provide a link for students to be able to drop-in and talk to you/your team for a defined period of time

Optional 1-to-1 appointments (£25)

Bookable 1-to-1 appointments - managed by the Careers and Enterprise team. The team will set up, upto 24 x 15 minute appointment slots against your fair profile. These will be advertised to students in advance. We will then supply you with a list of bookings and set up the virtual appointments on whichever platform you will be using.

Please note: We have limited capacity to offer these. If the option is not available when booking, this means we have already reached capacity and can no longer offer these.

CV Upload Service (£25)

To be emailed automatically to an address you provide

We will encourage students to review and tailor their applications via a form link on your profile and then collate all uploaded CVs / cover letters and send them to you as a single zip file.

Targeted mailshot ahead of the fair (£25)

Email up to 2 cohorts of students of your choice. Select from our full list of programme groups overleaf.

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EVENT SPONSORSHIP

Our Sponsorship offer

For £500 we will offer the following:

- 1 - Main Sponsor billing on Fair Landing Page
- 2 - Sponsor Logo on Student Booking Pages
- 3 - Sponsor Logo on advertising and promotional materials
- 4 - Sponsor Logo on pre-event Student Careers Advice and Guidance Content
- 5 - Also includes all optional extras

Please contact us if you wish to discuss sponsorship.

LIST OF PROGRAMME GROUPS FOR TARGETED MAILSHOT

Aeronautical Engineering	Animation
Architecture	Audio/Sound Technology & Acoustics
Automotive Engineering	Biology
Biomedical Science	Broadcast Engineering
Building Surveying	Business Studies
Chemical Sciences	Civil Engineering
Computer Science	Construction
Counselling & Psychotherapy	Dance & Performance
Digital Media & Business	Electrical Engineering
English Literature & Language	Environmental Management
Exercise, Nutrition and Health	Fashion & Costume Design
Film Studies & Production	Finance & Accounting
Fine Arts	Games Design & Production
Geography	Graphic Design
Health Care	History
Design & Interior Design	Journalism
Law	Marine Biology
Mathematics	Mechanical Engineering (Incl Aerospace)
Media Technology	Midwifery (BSc)
Multimedia & Internet Technology	Music
Nursing Adult (BSc)	Nursing Child (BSc)
Nursing Mental Health (BSc)	Occupational Therapy
Photography	Physics
Physiotherapy	Podiatry
Politics	Property & Real Estate
Prosthetics & Orthotics	Psychology
Quantity Surveying	Radiography
Social Work & Social Policy	Sociology & Criminology
Sports Science	Television & Radio
Theatre & Performance Practice	Wildlife & Zoology