



# IATEFL Jobs Fair

## Glasgow SECC, 4-6 April 2017



### Jobs Market Packages and Pricing

The IATEFL Jobs Fair packages are designed to cater for different organisations with varying recruitment needs. It takes place in the main exhibition hall at the IATEFL annual conference. We provide services for employers who just wish to advertise, as well as space on site to speak to candidates informally, and/or to conduct formal interviews during the conference.

If you require advice or clarification before booking, please contact us via email at [jobsmarket@iatefl.org](mailto:jobsmarket@iatefl.org).

#### Basic Information:

The Jobs Fair is split into 2 distinct areas: **Promotional Area** and **Interview Booths**. Recruiters who wish to be on site for the duration of the conference will have space in the Promotional Area and access to the Interview Booths as needed. Interview booths are used on a rotational basis according to recruiter requirements and availability. The IATEFL Jobs Fair staff will work closely with each recruiter to schedule a convenient time to interview candidates.

The Jobs Fair is open to all conference delegates, as well as jobseekers from the general public. Jobseekers may attend the Jobs Fair FREE of charge – they do not need to register in advance or pay conference fees.

During the Jobs Fair we also run a **CV Clinic**. This has become a popular addition to the fair, and provides participants with solid feedback and ideas on how to improve their CV.

#### Package Options:

##### Package A – Full Participation | £1600 ex VAT

*Package A is ideal for organisations that are recruiting several members of staff, and who want to promote themselves as well as conduct interviews throughout the conference. Package A provides space in the Promotional Area, use of the Interview Booths, plus job postings on the Jobs Boards and online.*

*Vacancies remain online from the time of booking and posting through to May 2017.*

*Space in the Promotional Area is allocated on a first come first served basis. You will be sent a floor plan to choose your preferred location once you have made your booking and returned the Terms and Conditions.\**

##### What's included:

- ✓ A 3m X 2m space with 1.8m table and 4 chairs; 3m wall panel to rear for posters and branding; a company/institution name board, a power point, and Wifi
- ✓ 2 Conference Badges {Allowing access to all conference sessions}
- ✓ Single job posting {Posted on the main Jobs Boards at conference, and online pre-conference }
- ✓ Pre-conference candidate communication via the IATEFL Job Alert service online
- ✓ CV collection {Collection and organisation of CVs for applicants wishing to apply with you both online, and on site at conference; communication with successful applicants on site who are to be interviewed}
- ✓ Use of the dedicated interview booths to meet with candidates; assistance with scheduling

## **Dedicated Advertising Board | £750 ex VAT**

*A dedicated Jobs Board is ideal for organisations with multiple job postings (various positions and/or locations). It can be successfully used by companies who are either attending the Jobs Fair OR not attending.*

*The dedicated panel space on the Jobs Boards includes a company name board and can accommodate up to 9 vacancies. All vacancies can also be put online pre-conference. Alternatively, the panel can also be used to display posters and promotional literature, or a bespoke poster for your jobs.*

*Vacancies remain online from the time of booking and posting, through to May 2017.*

### **What's included:**

- ✓ A dedicated 1m X 2.4 m panel in the Jobs Board section to accommodate up to 9 vacancies or a bespoke poster/promotional literature
- ✓ Online advertising of up to 9 vacancies pre and post conference until May 2017
- ✓ Company header
- ✓ Pre-conference candidate communication via the IATEFL Job Alert service

## **Jobs Advertising**

### **At Conference and Online | £150 ex VAT**

*Includes online posting both pre and post conference from the time of booking up until May 2017, plus posting on the Jobs Boards at the IATEFL Jobs Fair. All applicants will be directed to your main recruitment contact.*

### **Online Only for 1 Month | £75 ex VAT**

*This is an online only advertising space for one month in the current vacancies section of the website. All applicants will be directed to your main recruitment contact.*

## **Making a Booking:**

To make a booking to participate in the Jobs Fair in Glasgow, or to advertise a vacancy please visit:

<http://www.iatefl.org/jobs/jobs-market/employers>

The booking process is automated online. You will first need to create an employer account, then select the packages you require. In case of difficulty, please contact us at [jobsmarket@iatefl.org](mailto:jobsmarket@iatefl.org).

\*If you will be joining us on site in Glasgow we will send you a Terms and Conditions Form to review and sign. Your booking will not be secure until this is returned to IATEFL.