INTRODUCTION

This handbook provides the information you need regarding all aspects of holding an employer event with the University of Southampton. This includes general information such as the different event types we can facilitate as well as more detailed specifics. For example, how our invoicing process works, ordering refreshments and the venues that are available for your use. Please use the list of contents above to navigate through the guide, and if you have any questions that are not covered within this guide please feel free to contact us via employ@southampton.ac.uk or +44 (0)23 8059 3501.

We offer a range of services designed to enable organisations of all sizes to raise their company profile, promote their recruitment opportunities and engage with our students and graduates. Events are open to all students regardless of academic discipline or level of study and we encourage undergraduates and postgraduates to attend our events. However, if you wish to target a particular academic discipline or student group we can work with our academic contacts and student societies across campus to help market your event to relevant students. All events held within academic venues before 6pm are facilitated free of charge subject to additional catering requirements. Academic venues which are booked after 6pm may attract a small charge for security and cleaning. This is likely to be in the region of £75 to £125, additional costs will be discussed prior to the confirmation of your booking. All events booked with the Union Southampton and Conferencing & Hospitality venues are chargeable.

DATES AND TIMES

Our on-campus activities take place during term-time only:
- Autumn Term - 5th October - 8th December 2017
- Spring Term - 5th February - 9th March 2018

Employer events can be delivered Monday to Friday (excluding evening events on Fridays):
- Daytime events 11:00 - 17:00 Academic, Careers Service and Union Southampton venues only
- Evening events - Academic 17:00 - 20:00 or Conference & Hospitality venues 17:00 – 21:00
ACADEMIC VENUES

**Seminar Rooms** - Movable or fixed seating in island, tiered and boardroom layout, capacity 15 – 69 students. Ideal for interactive skills sessions, group activities and small information talks.

**Lecture Theatre** - Fixed flat or tiered seats, capacity 36 – 330 students. Appropriate for presentations, insight talks career panels or information/developmental talks

**Computer Rooms** - All with individual work stations, capacity 20 – 90 students.

All academic rooms are equipped with PCs (networked, requires University login, given to you on the day), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.

CONFERENCE & HOSPITALITY VENUES

Hospitality venues are centrally located on campus and offer a range of function rooms which can accommodate between 20 and 200 in cabaret, boardroom, theatre style or informal set up. These venues are ideal if you would like to deliver an event that will include hospitality - a drinks reception, canapés, or a finger buffet for example. If you would like to use one of these venues, the Conference and Hospitality Events Team will be in contact with you to discuss your requirements and to help you plan your event once you submit your online booking request. Use of these venues is chargeable, should you wish to discuss pricing and availability prior to booking please call +44 (0)23 8059 2832.

You can view the available facilities via the following link: [http://www.solentstudios.com/vt/such/](http://www.solentstudios.com/vt/such/)

CAREERS CENTRE

We are now able to offer the use of our Careers Centre during the hours of 11am and 5pm. Based centrally on campus we have two areas available for use:

- **Area 1** is ideal for conducting mock Interviews or CV drop-ins.
- **Area 2** is a dual purpose space used for workshops accommodating no more than 3 groups of 4 students or small presentations for up to 20 students. This area can also be used for recruiter drop-ins as there is room to display your company banners and company brochures etc. The room is fully equipped with bench PC (networked) and projector.

UNION SOUTHAMPTON

The Union facilities are located centrally on campus and can provide the option to deliver more interactive activities such as challenges or quizzes and engage directly with our students to promote your opportunities. You can book indoor and outdoor spaces to exhibit your latest company technology or organise a giveaway, such as coffee; popcorn; cakes or tech freebies like USBs or branded stationery.

Facilities include the use a 2x3 meter area and electrical sockets, Wi-Fi, table & chairs, gazebo and 1 parking space on site. Bookings for Union facilities should be made directly though their events provider, BAM hello@bamuk.com or 0845 1300667. Please let us know if you plan to deliver an event in the Union as the Careers Service can help market your event to our student cohort. All advertising options and prices can be found here [BAM Media Pack](http://www.solentstudios.com/vt/such/)
EMPLOYER EVENTS AVAILABLE

- **Careers and Employability Festival** – All events booked from 16th October – 7th November 2017 inclusive, will be marketed as part of the Festival. See the [webpages](#) for further details.

- **Employer Presentation specific to your company** - Deliver a presentation to our students, provide a company overview and inform them of your existing opportunities and schemes or provide hints and tips to help them through your application process. These sessions also provide an ideal opportunity for alumni of the University of Southampton to share real life experiences from the working environment.
  
  **Monday - Thursday 14:00 - 15:30 or 18:00 - 19:30** held in lecture theatres & seminar rooms *Book in MyCareer under the title “Employer Presentations/SkillsWorkshops/TestSessions/InsightTalks”

- **Recruiter in Residence** - Provide 5 hours of your time to allow students to ask any questions relating to employability, this may be company or industry specific. Meet students who have a genuine interest in working for your company and promote your opportunities and give hints and tips on the application process. Students may also, during this time have their CV checked. Please view the [event pages](#) for full details of this offering.
  
  **Tuesdays 11:00-16:30** *Book in MyCareer under the title “Recruiter in Residence”

- **Application Workshops** - Provide a group of students with advice on specific elements of the application process, for example, CV Workshops, Application Form Tips, Interview Tips and Cover Letters etc.
  
  **Thursdays 11:30 - 13:00 x 12 students held in the Careers Centre**
  *Book in MyCareer under the title “Small Skills Workshop”
  
  **Monday - Thursday 14:00 - 15:30 up to 35 students held in seminar rooms**
  *Book in MyCareer under the title of “Employer Presentations/SkillsWorkshops/TestSessions/InsightTalks”

- **Interactive Employability Skills Workshops** - Promote the skills or values essential to your company, as well as provide advice and guidance. Examples include leadership, networking, commercial awareness and presentation skills.
  
  **Thursdays 11:30 -13:00 x 12 students held in the Careers Centre**
  *Book in MyCareer under the title “Small Skills Workshop”
  
  **Monday – Thursday 14:00 - 15:30 up to 35 students held in seminar rooms**
  *Book in MyCareer under the title of “Employer Presentations/SkillsWorkshops/TestSessions/InsightTalks”

- **Mock Assessment Centre Exercises** - Allow students to experience tests utilised by graduate recruiters. These sessions also allow you the opportunity to test out new exercises that you may be looking to use in future assessment centres.
  
  **Thursdays 11:30 -13:00 x 12 students held in the Careers Centre**
  *Book in MyCareer under the title “Small Skills Workshop”
  
  **Monday - Thursday 14:00 - 15:30 up to 35 students held in seminar rooms**
  *Book in MyCareer under the title of “Employer Presentations/SkillsWorkshops/TestSessions/InsightTalks”

- **1:1 CV Feedback** - Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs when booking. Tea, coffee and water will be provided during your session and a lunch break of 20 minutes factored in to your timings.
  
  **Wednesdays and Fridays 11:00-16:30**
  *Book In MyCareer under the title Employer 1:1 Hosted by….

- **Mock Interviews** - Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs in advance. Tea, coffee and water will be provided during your session and a lunch break of 20 minutes factored in to your timings.
  
  **Wednesdays and Fridays 11:00-16:30**
  *Book In MyCareer under the title Employer 1:1 Hosted by….

- **Mock Telephone Interviews** – We will provide a suitable room for the student(s) to use and you will be able to call from a location of your choice.
  
  **Wednesdays and Fridays 11:00-16:30**
  *Book In MyCareer under the title Employer 1:1 Hosted by….
- **Insight into...Talks** - Give students an insight into opportunities within a specific employment sector or deliver a talk on a specific career path and how to gain employment therein. These talks are ideal for organisations and companies who have had limited exposure to Southampton students and are looking to start building a profile on campus.

  Monday - Thursday 14:00 - 15:30 or 18:00 - 19:30 held in seminar rooms
  *Book in MyCareer under the title of "Employer Presentations/SkillsWorkshops/TestSessions/InsightTalks"

- **Career Panels** - Throughout the year our Specialist Careers Practitioners deliver career panels specific to subject areas or industry careers. If you would like to register to take part please let us know via employ@southampton.ac.uk

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**DELIVERY AND SETUP OF MATERIALS AND BANNERS (INCLUDING EXHIBITION STANDS)**

Delivery of stands or materials, required for your event, must not be delivered more than 24 hours beforehand. Prior notice must be given via email. Any items received before this time will not be signed for. Once confirmed please have your courier deliver your items to:

**Employer Events Team**
**Careers and Employability Service**
**Mail Point 22**
**University of Southampton**
**University Road**
**Southampton**
**SO17 1BJ**

Tel: +44 (0)23 8059 3501

*Please note, items delivered directly to the University’s Post Room will not be distributed until the next working day.*

If you are using a third party to set up on your behalf, please ensure they liaise directly with the Employer Events Team or Conference and Hospitality prior to their arrival, this will ensure they can gain access to the room.

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**AV EQUIPMENT**

All academic rooms are equipped with PCs (networked, requires University login), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.

Our Careers Centre has Wi-Fi available for your use, please ensure you download the [Eduroam configuration assistance tool](#) and select University of Southampton prior to arriving. This will ensure you can access the network with ease.

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**MARKETING AND ADVERTISING**

**What we will do**

We will add the details of your event to our MyCareer Calendar which is where all activities are advertised to our students and where they register to attend. We will also ensure that the relevant faculties and societies are informed of your upcoming activity. We also work very closely with our Specialist Career Practitioners who will promote your activity to our students during their own workshops and faculty engagement.

Please note that, although the **Careers and Employability Service** will extensively promote your event, we cannot guarantee high student attendance.

Should you wish to check how your activity sign-up is going, you can view the numbers by logging into MyCareer and searching under my booked events/associated events
What you can do

We invite you to interact with us via social media ahead of your upcoming event on campus:

Twitter - @UoS_Careers
Facebook - UoScareersandemployabilityservice as this will help alert our student followers of your planned presence on campus.

If your company is designing a flyer to promote your event then please provide us with an electronic copy so we can ensure this is attached to any Facebook and Twitter feeds. If you have an events page of your own please add the details of your planned visit to Southampton, along with your unique event MyCareer link, which will be sent to you by email once your event is confirmed.

Student Ambassadors

Many companies have ambassadors and campus reps who are helping raise awareness of opportunities within the company. If you have a student representing you at the University of Southampton, please ensure they introduce themselves to the Careers Service, it is crucial we work together in promoting your activity and avoid duplication in our marketing efforts where possible.

Targeting our students

Please bear in mind that some courses have a lot of contact hours and students may have very little free time during the day therefore securing time to present to them can be very difficult. If your event is targeting students from high contact hour disciplines, we may suggest a change in your specified time to help improve attendance. For example when in the case of Engineering and Electronic and Computer Science students it is recommended that your event be held in an evening slot with refreshments provided. Alternatively, we would advise running your event on a Wednesday afternoon, as this time is free for extracurricular activities.

REFRESHMENTS

Whether you are holding your event in the daytime or evening we can provide refreshments to be delivered directly to your location. Please view the menu below and add your preferences to your booking form and we will invoice you accordingly. Please note the University of Southampton does not permit you to bring consumable goods to your event unless you sign a disclaimer beforehand. A member of the events team will provide this to you if you select Dominos as your preferred catering choice.

Academic delivery options:
Delivered Catering

It is also possible to have Domino’s Pizza for evening events, please ask about how payment can be made.

PARKING

Please see the University's campus map for parking details: https://maps.southampton.ac.uk

If parking has been requested on your booking form, arrangements will be made using one of the options below. You can view all locations via this map

Reserved Parking Please use Salisbury Road Visitor parking (details are sent in your arrival email)

Parking by Permit If a parking permit has been sent to you, or you are collecting one on the day from the Careers and Employability Service’s Information Desk in Building 37, you may park in any of the car parks with this symbol.

There is restricted parking on-campus, we are only able supply one space per organisation, so please arrange car sharing where possible.

Alternative parking is available at a cost of £1 per hour, the Pay and Display carpark is located opposite the turning to Salisbury Road.
ARRIVAL AND STAFF SUPPORT ON THE DAY

Ahead of your arrival, the Employer Events Team will forward your arrival details to the main contact listed on your booking form unless directed otherwise. Please remember to forward this information to anyone who may be attending on your behalf. On arrival please report to:

Careers and Employability Service (on your left as you enter the building)
Building 37 Room 2001
University of Southampton
University Road
Southampton
SO17 1BJ

If you are holding an evening event please ensure any additional party members make their way directly to the venue as we have no additional staff available to escort your colleagues to the venue after 6pm.

Careers Centre and Academic Venue:

A member of The Careers and Employability Service will escort you to your event location, assist with the student sign-in and liaise with your AV assistant. Once you are happy, we will leave you to deliver your event. During daytime events, a member of our team will also return to the venue and help with your departure. If you require assistance during your activity please use the emergency contact numbers that will be provided to you.

Hospitality Venues:

For events held within the Hospitality’s facilities, you will be contacted directly by the Coordinator with the details of your arrival one / two weeks before your event date. Please make your way directly to the Hospitality venue and a member of The Careers and Employability team will arrive 30-minutes before the event start time to help coordinate the student sign-in.

TIMETABLING

Academic venues are booked by the hour and must be vacated 15 minutes before the hour to allow the next occupant to come in and set up. You will have 10 minutes before the hour, as standard set up time however when booking with us, please allow yourself enough time for any additional set-up, networking, refreshments breaks or packing away that you may need in order to run your event successfully.

COLLECTION OF STUDENT DATA

We collect the following attendance data: name, course, year of study and contact email address. We can provide this at your request after your event. We do not however permit you to register the students this slows the process, potentially decreasing the time you have to hold your session and reduces the enjoyment for the students.

The student data is for your use only. We do not permit you to share it with anyone else and it should only be used in a way that would be deemed reasonable, in relation to the aim of the session. For example it would be perfectly reasonable, after giving a presentation about careers that your company is offering to contact students with presentation hand-outs or information regarding a new graduate scheme you are starting. It would not be acceptable to contact them requesting that they complete any tasks or to abuse their contact details with advertising or spam.

HOW TO BOOK

To book your event, please sign in or register here: https://www.mycareer.soton.ac.uk

Once logged in you will find the link to the online booking form on the main landing page. We aim to respond to requests received within 5 working days. However, during busy periods such as the beginning of term it may take
longer than usual. We require at least 3 weeks’ notice to successfully coordinate your booking. If you require technical assistance when booking your activity, please refer to the instructions below:

1. Register on MyCareer if you have not done so already. To log in or register you can access it via this link: https://mycareer.soton.ac.uk/

2. Once logged in, on the homepage click on ‘Events’ and then ‘Organisations events’

3. You will then be taken to another screen. On the left-hand-side of this page select the date parameters in which you would like hold your event.

4. You can then filter by Event Type. You are able select one or more of the following: ‘Employer 1:1s’, ‘Insight Talks, Presentations, Test Sessions, Employer Small Skills Workshops’ or ‘Recruiter in Residence.’

5. You will then see a similar screen to the one shown below but this depends on the Filters that you selected. Click on the event which corresponds to the date that you wish to hold your event to bring up the booking form.

The date for these type of events are demonstrated by working week – You can select the exact date within your chosen time frame on the following screen:
6. Employer 1:1s and Recruiter in Residence will not have the date and time option on this screen, as the exact date would already have been chosen and all the timings are the same.

In contrast, if you are booking onto either an Employer Presentation; Large Skills workshop; Testing Session; Insight Into... Talk you will then be required to select a date at this point (demonstrated below).

Please ignore the timings in brackets for this option as this just demonstrates the time of day in which we can facilitate these event types. You can select the exact time within this period on the following screen.

7. Lastly, you will be required to fill in a short booking form. After submission, you will then be able to view this on your MyCareer homepage and will receive an email when your booking has been approved. It will then show on your homepage as confirmed.

CANCELLATION (TERMS AND CONDITIONS)

A cancellation fee of £75 plus VAT will be charged for events cancelled with less than 5 working days’ notice. In order to avoid such instances, we recommend having a substitute speaker in place wherever possible. The Careers and Employability Service reserves the right not to re-schedule any event cancelled with less than 5 working days’ notice.

In the instance that your event is cancelled due to low sign-up, you will not be charged a cancellation fee and where possible an alternative date will be offered to your company.

Please note, the fee of £75 plus VAT is to cover the administrative costs incurred by The Careers and Employability Service and does not include any cancellation charges that may be applied by the University in relation to room hire, catering or hire of equipment through Conferencing & Hospitality.
INVOICING

All events facilitated before 6 are free of charge excluding the use of Hospitality and Union facilities and delivered catering. Academic venues which are booked after 6pm may attract a small charge for security and cleaning. This is likely to be in the region of £75 to £125, additional costs will be discussed prior to the confirmation of your booking.

If your company is intending to deliver an evening event, or if you are looking to have refreshments delivered for your attendees during the day, please provide all the necessary information in the online booking form, so that we can successfully invoice your company.

Invoices for delivered refreshments are processed by our finance department approximately five working days after your event has taken place. Payment for Hospitality venue hire is required in full once your booking has been confirmed with the Hospitality Events Coordinator. Payments for Union facilities use are agreed directly with BAM.

Failure to comply will result in your booking being cancelled. Bookings are not confirmed until terms and conditions documents are returned signed and payment for venue hire is received.

CONTACT US

If you would like to contact the Employer Events Team for any reason, whether that be to ask about something that you feel has not been covered in the guidelines or to ask about other services that The Careers and Employability Service offer, contact us on: +44 (0)23 8059 3501 or employ@southampton.ac.uk

We aim to respond to emails within 2 working days however, during peak times this may vary. If your enquiry is urgent please call us to discuss this rather than emailing.

For further information about ways in which you can engage with The Careers and Employability Service at the University of Southampton, please speak directly to our Information Team +44 (0)23 8059 2832.