



Curtin University



CURTIN CAREERS FAIR

Wednesday 17 March 2021

Virtual @ Curtin UniHub

The Curtin Careers Fair will return in 2021 for a completely virtual experience. Hosted by Curtin Student Success, we aim to connect your organisation with students across all disciplines for graduate and vacation opportunities, part-time work, internships and volunteering.

EXHIBITOR GUIDE

Curtin Careers Fair 2021

DATE

Wednesday 17 March 2021

LOCATION

Virtual @ [Curtin UniHub](#)

FAIR OPEN

11:00am to 2:00pm | Exhibitor access from 10:00am

Hosted on UniHub, the Virtual Career Fair (VCF) platform will open for students at 11:00am. All company representatives will be able to access the VCF from 10:00am to familiarise with the live platform, review meeting instructions and ensure meeting softwares are running smoothly.

PRICING

- \$175 + GST (General Registration)
- \$95 + GST (Not-for-profit & Government Registration)

INCLUSIONS

- Up to 10 company representatives on the day
- Dedicated company profile on Curtin's [UniHub platform](#)
- Dedicated company profile on Curtin's [Careers for Tomorrow website](#)
- Event related promotions via Curtin Student Success's social media channels and email communications
- Event related promotion through digital screens across campus
- Event related promotion through internal networks and relevant student clubs (where applicable)
- 25% off the [Recruit Curtin](#) service in 2021



EXHIBITOR GUIDE

Curtin Careers Fair 2021

VIRTUAL MEETINGS

You will be able to conduct virtual meetings on your platform of choice during the event. [Microsoft Teams](#) and [Cisco Webex](#) are Curtin University's preferred meeting platforms and we encourage using these applications on the day.

Each company representative will need to create individual meeting links to chat with students at the VCF. For a seamless registration process, the primary contact must have all meeting links in advance to be included within company registration.

Exhibitors can host both one-to-one chats or group chats during the Curtin Careers Fair 2021. Please be advised that the VCF system on UniHub is not supported by Internet Explorer.

TECHNICAL SUPPORT

We strongly encourage all exhibitors to book into a UniHub VCF training session, to be held in February. This will ensure representatives can navigate confidently through the platform on the day.

A Best Practice and Troubleshooting Guide will be provided to all exhibitors closer to the event date. A technical support team will also be available for system queries during the event.

CONCLUSION OF THE FAIR

The Curtin Careers Fair 2021 will conclude at 2:00pm. Before you leave the VCF, please set your status as 'Offline'. This will clear your queue and end all chat activity.



EXHIBITOR GUIDE

Curtin Careers Fair 2021

INDUSTRY SWAG PACKS

Wish to provide company merchandise to students? Curtin Student Success can assist in distributing your branded merchandise to students in the form of industry swag packs.

If this sounds like an initiative you are interested in, let us know via your company registration.

PAYMENTS & SURCHARGE

Payments will be hosted via Curtin University's EPay portal with the link available at the end of your registration. A \$50 surcharge will apply for recruitment agencies.

CANCELLATIONS

If you need to cancel your registration for any reason, inform us immediately via [email](#). Any exhibitor who cancels prior to Wednesday 3 March 2021 will receive a 90% refund, but any exhibitors who cancel after this date will forfeit any fee paid.

If representatives from your organisation do not show on the day of the fair, your entire registration fee will be forfeited.

CONTACTS

Recruit Curtin
Curtin Student Success
(08) 9266 5627
recruitcurtin@curtin.edu.au



EXHIBITOR REGISTRATION

Registrations are open for the Curtin Careers Fair 2021. Follow the steps below to participate.

1 Login or register on Curtin's UniHub portal

As your company's main career fair representative, login or register your company on [Curtin's UniHub portal](#). Accessible by Curtin students, graduates and alumni, UniHub is Curtin's centralised jobs and events portal which will also host the virtual Curtin Careers Fair 2021.

Registering on the system will also enable you to post opportunities and view all industry events occurring as part of the Curtin calendar.

2 Create virtual meeting links

Your company registration includes up to 10 representatives on the day, including yourself. Each representative must create their own virtual meeting link to chat with students at the event. [Microsoft Teams](#) and [Cisco Webex](#) are Curtin University's preferred meeting platforms.

We strongly encourage you to provide as much information about your company representatives as possible in the initial registration, including all virtual meeting links. Although you can update these details at a later stage, modified registrations must be reapproved by a member of our team.

3 Submit your Career Fair registration

Once logged into UniHub, register for the Curtin Careers Fair 2021 via the [Major Events](#) tab. As the main career fair representative for your organisation, you will have registration permissions and receive all communications pertaining to the event.

4 Build your company profile

Make sure to update your company profile and jobs in UniHub as thoroughly as possible. Students will be able to learn more about your company culture, projects and all available opportunities during the event. Remember to include a high-resolution company logo (.eps, .jpg, .png formats preferred) as well.

5 Get familiar with the platform

Tune into a UniHub VCF training session in February to learn how to navigate through the platform as an employer and maximise engagement. More information will be released in early 2021. In the meantime, [watch this quick demo](#).



SPONSORSHIP AND BONUS ENGAGEMENT

Curtin Careers Fair 2021

Attracting around 2,000 students each year, the Curtin Careers Fair is one of the most effective ways to build your reputation among the Curtin community. The fair provides the opportunity to engage with thousands of current students and recent graduates from all faculties, connecting you with future talent in one of the most high-profile recruitment events in Western Australia.

With the option to tailor the benefits according to your needs, your organisation is bound to receive the attention it deserves. Secure the following packages in addition to your exhibitor registration.

SPONSORSHIP AND BONUS ENGAGEMENT

Curtin Careers Fair 2021

MAJOR PRIZE SPONSOR

As the exclusive major prize sponsor of the Curtin Careers Fair 2021, your company receives maximum visibility at the University's largest careers event!

Both monetary and in-kind sponsorships are highly valued prizes, and we are receptive to all ideas presented that contribute to professional development outcomes for our students.

Successful prizes in the past include mentoring and shadowing opportunities ('CEO for a Day'), as well as financial grants to support further learning and development.

BENEFITS ON OFFER INCLUDE

- Naming rights to the major prize
- Company name and logo featured on all major prize promotions
- Featured presentation during the Curtin Careers Fair (15 minutes)
- Company logo featured on Curtin's [Careers for Tomorrow website](#)*
- Additional promotions via Curtin Student Success channels where applicable
- 1x free recruit from our [Recruit Curtin service](#) (valued at \$325)**
- Featured advertisement on [Curtin UniHub](#) (valued at \$528)***
- Pinned post on Curtin Student Success's [Facebook page](#) (valued at \$330)***
- Contribute to a Careers for Tomorrow blog post on an educational topic of choice***

To create a bespoke sponsorship experience for your organisation, contact the Recruit Curtin team via [email](#) or phone (08) 9266 5627. [T's & C's apply](#).



SPONSORSHIP AND BONUS ENGAGEMENT

Curtin Careers Fair 2021

FEATURED PRESENTATIONS

Curtin Student Success will be curating a list of 5 featured presentations during the Fair that will receive additional promotions on social media and other digital channels.

Featured presentations will receive strategic promotions in the lead-up, during and after the event. This is a great opportunity for you to bring your organisation and its opportunities to the attention of Curtin talent. Note that all featured presentations have a limit of 15 minutes.

Cost: \$150 + GST

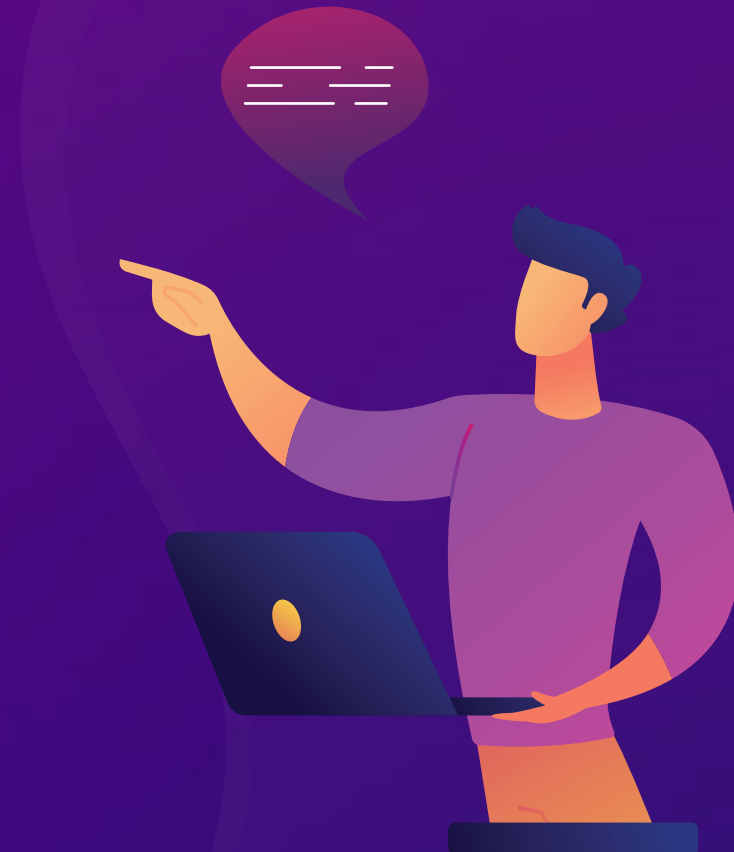
INDUSTRY POP-UPS

Secure a bespoke pop-up experience for your organisation during the week of the Curtin Careers Fair. With one exclusive industry pop-up per day, this is an excellent way to build your brand presence, meet students face-to-face, and drive awareness for your opportunities at an allocated space in the centre of campus.

By hosting an industry pop-up, your organisation will receive specialised promotions via a number of student engagement channels plus personalised assistance throughout. Note that all industry pop-ups have a limit of 90 minutes.

Cost: \$300 + GST

Express your interest for the bonus engagement options via your company registration. A Recruit Curtin team member will get in touch with next steps. All packages are at additional cost to your exhibitor registration.



MORE INFORMATION

Curtin Careers Fair 2021

CONNECTING WITH STUDENTS

We can help you connect with students, graduates, alumni and faculty using a variety of services tailored to your needs. For more information please visit our website curtin.edu/employer-services.

COMMITMENT TO INTERNATIONAL STUDENTS

Curtin University has more than 7500 international students and we are committed to providing opportunities for their career development. Many of these students will ask questions about working for your organisation, both in Australia and overseas. It is important for the sake of equity and fairness that, as an employer, you are able to provide suitable information or contacts for students to take away with them.

PLEASE NOTE

All information in this Exhibitor Guide is subject to change. Final details will be included in your Exhibitor Confirmation Pack, which will be emailed to you prior to the fair. If you have any special requirements to enable you to attend this event, please advise us and we will contact you to provide assistance.

CONTACTS

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TERMS AND CONDITIONS

*Company logo to be featured on the Careers for Tomorrow website until the end of Semester 1 2021.

**Recruit Curtin service can be redeemed up until December 31 2021.

***Facebook post, UniHub feature and the guest blog can be redeemed at any point during Curtin's Semester 1 2021.

UniHub advertisement has a limit of 8 weeks of advertising. Pinned Facebook post has a limit of 3 days of advertising. Employers are able to use the Facebook post to promote any vacancy, event, competition or program that they choose. However, the nominated vacancy, event, competition or program must also be uploaded to Curtin UniHub. Employers are expected to provide an image/photo for upload to Facebook or UniHub with their preferred promotional message.

Curtin Student Success reserves the right to accept, alter or reject submissions received, and may amend any supplementary message to ensure compliance with Curtin University policies.