

Visit/presentation ‘Frequently Asked Questions’

Q. How many organisations visit Cambridge? Many more come in the **Michaelmas** Term (October and November) – somewhere in the region of 190, with only 20 or 30 in the **Lent** Term (January to March). Undergraduate visits are not scheduled in **Easter** (exam) term.

Q. Can I visit at any time of day? The Careers Service cannot be seen to encourage students to miss lectures, supervisions or labs so only daytime drop-in sessions can be advertised (where a student can choose to attend during any gaps in their schedule). Fixed sessions are therefore 1pm to 2pm, in the evening or (rarely) at a weekend. NB – there is no reading week, no Wednesday afternoon sports, we have an 8 week term and the academic workload is high.

Q. Will my presentation be the only one at that time? Your ‘firm-wide’ presentation will be the only one scheduled in the sector(s) relevant to your organisation - but there will be other presentations in many of the other sectors, especially if you visit early in term. There may also be competitors here that have booked via a student society - these will not be publicised by us.

Q. Can I promote recruitment open days and other events away from Cambridge? Yes, out of term time we can assist, but we are not permitted to encourage students to leave Cambridge in [term time](#).

Q. Why do I have to book my own venue? Cambridge is a collegiate university not a campus university so there are no central facilities, and the Careers Service does not have rooms to rent out.

Q. How do I know which venue to pick? The free venue finding service, [Meet Cambridge](#), will assist you by getting quotes for you if you provide a specification of what you are looking for. They have contacts at all the colleges, venues such as the University Centre, the Pitt Building and the Fitzwilliam Museum, and also with many of the large hotels.

A central Cambridge venue is most suitable for an evening visit.

For a day-time drop-in or lunch visit then adjacent to your target subject group is ideal – Newnham or Selwyn colleges for Law, the West Cambridge Site for Computer Science/Materials Science/Math/Physics. See [site map](#) for other department locations. Consider talking to your Cambridge interns or recent alumni for less well known/unusual venue choices.

Q. How will you publicise my visit? We will provide you with a dedicated page on our diary, via an online template, which you can update at any time. On the Thursday/Friday of the week before your visit we will send out email alerts to students that have signed up for this service. This publicity comprises:

- An all sector weekly ‘round-up’ email.
- A more detailed email by sector, with text taken from the dedicated diary page for each firm.

Q. What do I need to put in my promotional text? You will need to enter:

- Start and finish time. Only the relevant time window will show in the ‘drop-down’.
- Venue. These are in a drop-down list – add specific room information in your text. If your chosen venue is not in the drop-down list, let us know and we can add it.
- Descriptive text. This is what entices students to attend – ensure it sounds interesting. Give an outline of the session, including if you will provide food (essential for a lunchtime visit).
- Sign-up email address for presentations/dinners. No sign-ups for drop-in sessions available.

Q. How do I target an audience? You can select undergraduate/postgraduate, and year-groups (first/penultimate/finalist) overleaf – we can add this after the organisation name in our diary so only those relevant click to see the full text.

Q. What will students expect? Students use presentations to find out about a sector and individual firms in the sector – asking them to provide a CV in advance puts additional pressure on them in a busy term and is not recommended. We publicise week by week, to avoid swamping students with messages, so there is insufficient time for them to prepare a CV, nor for firms to sift these responses.

Q. Is there a cost involved? We make no charge for scheduling your visit and publicising for you. However there will be a cost associated with your venue and catering, and this can vary hugely – [Meet Cambridge](#) can advise on this.

Q. When can I book for the Michaelmas Term? We open for bookings in early March. Firms that attended the previous Michaelmas will be advised in advance by email but do [check our website](#) in February to be sure, as email contacts may have changed.