

VIRTUAL CAREERS FAIRS

BOOKING POLICY

Booking requests may only be made via the Handshake portal (via the Fairs tab in the side-bar).

Participants must be relevant to the sector covered by the fair and be either:

- An organisation recruiting paid graduate level roles and/or internships;
- A registered charity offering internships/work experience opportunities and/or graduate roles or information about their sector;
- A post-graduate education provider;
- A professional body.

At a 'not-just or profit' or an information fair, participants may have charitable status or be individual alumni wishing to share their experiences of a sector with our students. There will be no charge for these participants.

Agencies will need to provide confirmation from the client that the agency has been authorised to deal on their behalf. An agency may not register direct on handshake, nor attend a virtual fair unless they are wishing to recruit staff to work within their organisation, and not promote on behalf of any client.

Booking

Each organisation must confirm by email at point of booking to employers@careers.cam.ac.uk that they:

- agree these terms and conditions, which take precedent over any conditions applied by the organisation wishing to participate in a fair.
- provide a specific email address (not generic) for the individual who will be responsible for the fair, known as 'The Registrant'.
- agree payment either by:
 - E.sales (credit card) at a discounted rate;
 - Invoice at full price, in which case a contact name and email address for Accounts Payable must be supplied. Payment - 30 days.
 - If a PO is needed this must be created using the information provided in the Handshake booking confirmation email – we are not able to provide a pro forma invoice.
 - The PO must be supplied to SSCFinance@admin.ac.uk
- If an organisation may be a target for protesters, this information must be provided and any subsequent intelligence shared.

Cancellation

- Cancellations must be made by email to employers@careers.cam.ac.uk
- There will be no refund in the month prior to each fair irrespective of the date of booking.

Our aim is to offer as wide a range of employer types and roles to our students as possible, therefore the Careers Service reserved the right to decline a booking request.