



IATEFL Jobs Market

IATEFL Conference & Exhibition, Harrogate International Centre, Harrogate, UK
7th – 11th April 2010

Package Information for ELT Recruiters

Below is a full description and prices for the package options we are offering to ELT Recruiters at the Jobs Market. This includes an overview and pricing for: Jobs Postings, CV Collection Service, and Booth and Private Room options for interviewing.

You can tailor your package to suit your needs and budget – guidance has been provided where appropriate to help you make the best choices. Alternatively you can email us at jobsmarket@iatefl.org if you have any queries.

Your booking form should be completed as soon as possible so that we can reserve your space at the Jobs Market. Space for job postings and company displays, booths and private room hire are limited, and will be offered on a first-come-first-served basis. Your spaces will only be reserved once we are in receipt of your completed booking form. An invoice will be sent shortly after, and full payment will be required to ensure your booking.

Booking forms must be received by 8 March, 2010.

Forms should be printed and returned by fax, +44 (0)1227 824431, or posted to:

IATEFL Jobs Market
Darwin College
University of Kent
Canterbury
Kent, CT2 7NY, UK

Jobs Market Area

The Jobs Market will be held in Hall D of the Conference Venue. This is a main thoroughfare for delegates connecting the main entrance to the Exhibition Hall and session rooms, so it will be highly visible. However, the posting area and booths for screening and interviewing will be blocked off so that traffic will not flow through the Jobs Market area and cause disruption.

Job Posting

An area of the Jobs Market is designated to post all jobs from every employer.

Employers have 2 Job Posting options:

Single postings - which will need to be arranged in an A4 template with a unique job code (to be provided), and appear in the Jobs Market Posting area.

Featured Posting Space – dedicated posting areas for multiple job postings, company branding and displays. These spaces will be in prominent positions in the Jobs Market Posting area. They also include a ready-made header for your company if desired.

Featured Space: 1m X 1m, which can accommodate up to 12 vacancy postings

The Featured Posting Space is useful for companies with multiple vacancies as it offers space for job posts, as well as company literature, banners, and posters. It allows you to promote your organisation, and recruit for specific posts. And, you can arrange your space in which ever way suits you best.

If you request a ready-made header for your Featured Posting Space, this will be placed *above and outside* the 1m X 1m posting space.

Templates for Job Postings and full instructions will be sent at the time of booking.
For more information, please refer to the notes in the ELT Recruiters' Manual in the section headed 'Job Posting.'

Pricing **Single Job posting: £150**
 Featured Posting Space 1m X 1m: £1200

CV Collection and Delivery Service

IATEFL Jobs Market staff will collect CVs from interested jobseekers for all vacancies you have posted. CVs will be delivered to employers on a regular basis throughout the day. Employers can then review candidate details and schedule a screening or interview if desired.

Candidates will be asked to check in with Jobs Market Reception later in the day to see if their application has been successful, and confirm their appointment.

Templates for Scheduling and full instructions will be sent one month prior conference.

Pricing **CV Collection £100 per post**

Jobs Market Booth

Employers can reserve a Jobs Market Booth to use for recruiting purposes throughout the conference. Each booth has internet access, a table and chairs.

Booths have been spaced well apart for privacy and can only be accessed through the main Jobs Market entrance.

Employers have 2 Jobs Market Booth options: 2m X 2m OR 2m X 3m

Pricing **Booth 2m X 2m: £1500**
 Booth 3m X 2m: £1750

Note: The number of 2m X 3m booths is limited – they are designed for organisations that will have more than one representative attending the Jobs Market. They will be allocated on a first-come-first-served basis.

Private Room

Employers can reserve a private Jobs Market room for use each day *after 6pm*. These are particularly useful for employers who would like to go through to a second interview stage and require a quiet, and more private space. It may also be useful for ELT Recruiters who have other commitments at the conference throughout the day, but who would still like to screen and interview candidates.

Pricing **Private Room: £750**

Combined Booth and Private Room

Employers can reserve both a booth and private room for a reduced rate. This is ideal for recruiters who wish to use their booths for screening purposes and a private room to conduct second or final interviews. Private rooms are available for use each day *after 6pm*.

Pricing **Booth 2m x 2m + Private Room: £2000**
Booth 3m x 2m + Private Room: £2250

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