



IATEFL Jobs Market

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

ELT Recruiters' Manual

Dear Colleague,

Please find the ELT Recruiters' Manual for the IATEFL Jobs Market at the 2010 Conference below. We have included essential information to help you organise your attendance at the Jobs Market.

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 and cause disruption.

Jobs Market Floor plan

Your booth and/or private room location will be assigned once all of the booking forms from participating Recruiters are processed. You will receive this information on Wednesday afternoon when you check in with the Jobs Market reception (see Setting-up below).

Jobs Market Opening Times

The Jobs Market will be open at the following times:

Wednesday 7 th April	1400-1700	(Recruiters furnish their Featured Posting Spaces / Booths)
Thursday 8 th April	0830-1730	(Jobs Market Open)
Friday 9 th April	0830-1730	(Jobs Market Open)
Saturday 10 th April	0830-1730	(Jobs Market Open)
Sunday 11 th April	0830-1200	(Jobs Market Open)
Sunday 11 th April	1200 – 1700	(Dismantling)

Setting-up

ELT Recruiters will have access to the Jobs Market from 1400 on Wednesday. Recruiters should visit the Jobs Market reception on Wednesday afternoon to ensure job postings are accurate and displayed, and booths are furnished as required. Recruiters who have booked Feature Postings Areas on the Jobs boards can organise company information and displays at this time. For security, Hall D will be locked at 1700 on Wednesday with no access until the following morning. Unfortunately, we are unable to offer

you the opportunity to set up Feature Posting Areas on Thursday morning as delegates will have access to the hall and Jobs Market.

Job Postings

ALL Job Posts will be monitored by the Jobs Market staff. Following your booking, you will receive a Jobs Post Template via email to complete for each of your vacancies. You will need to return these to IATEFL when complete. Full instructions will be provided with your Template.

The vacancy details you provide in your Templates will be uploaded to the IATEFL website pre-conference for all jobseekers to view before the conference. It is in your interest to return your Templates quickly to ensure you receive maximum exposure on the web prior to conference.

Your vacancy details will also be printed and numbered on an official Jobs Market Posting Sheet for use during the conference on the Jobs boards. They will be delivered to the conference on your behalf and either arranged for you, or prepared for collection.

Single job postings will be pre-arranged by Jobs Market staff. Recruiters who have booked a Feature Posting Area can collect their official Jobs Market Posting Sheets for all of their vacancies from the Jobs Market reception Wednesday afternoon. They will then be able to display their own job posts, company literature, banners etc. in the way which suits them best.

Please note we can not accept any Templates for new job posts after 15 March, 2010.

Any 'unofficial' job posts will be immediately taken down.

Dismantling

Please note that the Jobs Market will be dismantled from 12 noon on Sunday 11th April. All personal items and company literature should be removed from 12 noon.

Internet Access

Internet access is included in the cost of a booth within the Jobs Market. Any recruiters using the Internet during screenings and interviews are expected to bring their own lap-tops. If you will be using the Internet, please ensure that you have an ISDN modem on your computer.

PC rental can be arranged at an additional cost of £300. Please email jobsmarket@iatefl.org if this is a requirement.

Delivery Address for Display Materials / Company Literature

Materials can be sent in advance to the Harrogate International Centre from Monday 5th April, between 0815 and 1600hrs. To avoid confusion with other events, the HIC will not accept delivery before Monday 5th April 2010.

Please mark all of your materials:

Attn: Stuart Bennett

IATEFL 2010 JOBS MARKET– *Name of Organisation*

Hall D, Harrogate International Centre

Kings Road

Harrogate, HG1 5LA

UK

If you can supply a mobile contact number on the outside of your box(es) this would be helpful.

Free Conference Attendance for ELT Recruiters

IATEFL is delighted to offer ELT Recruiters access to the academic sessions. Each registered organisation will receive one free access badge for sessions. Please specify the exact spelling of your company name as you would like it to appear on the badge on the Jobs Market booking form. The badges, delegate packs and Conference Programmes can be picked up on Wednesday 7th April - the point of collection to be confirmed nearer the time. (Your badge will be ready for you under the company name you provide on your booking form.)

Car Parking

There are 300 parking spaces at the Harrogate International Centre, available from Wednesday to Sunday. Charges apply and a 24hr stay costs £10.00 (at June 09).

Accommodation

Reservation Highway has arranged accommodation at various hotels and B&Bs in Harrogate. There are different price bands from which you can choose. In order to reserve accommodation at your preferred hotel, it is recommended that you book your accommodation as early as possible.

To book accommodation, please go to the IATEFL website (www.iatefl.org) and click on 'Annual Conference' then 'Next Conference' and scroll down to details about accommodation. You will be able to book online. If you do not have access to the Internet, you can request an accommodation booking form by emailing admin@reservation-highway.co.uk and returning the form directly to Samantha at Reservation Highway. If you do not receive confirmation one week after sending your booking form, you are advised to contact her at the above email address or by telephoning +44 (0)1423 525577.

Meals

All food and drink will be offered on a cash basis. There will be designated points to purchase drinks and snacks during the course of the build up of the conference. There will also be catering points at both ends of the Exhibition Hall for complimentary tea and coffee which will be served during the coffee breaks. The catering point near stands 1 and 49 in the Exhibition Hall will be open during the exhibition open times for all to purchase drinks and snacks at other times.

Storage and Security

Since the Jobs Market area is open to the public, Recruiters are advised to keep valuables with them when they leave their booths. IATEFL and the Harrogate International Centre can accept no responsibility for stolen, broken or missing goods.

Insurance

All recruiters are responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties if your corporate insurance does not already cover these. In addition, you should protect your expenditure against abandonment or curtailment of the event.

Shell Scheme Specifications – For Jobs Market Booths and Feature Posting Space

- ◇ The shell scheme consists of 2.47M high panels covered in grey material. These will be used for the Jobs Posting Area and the Booths. This will accept graphics fastened with velcro.
- ◇ A fascia name board with the Recruiter's name and booth number will be supplied as part of the booth package. If you have reserved a Feature Posting Space you can request a name board for this as well. Please indicate this on your booking form.
- ◇ The fascia name board will sit *above and outside* the 1m X 1m Feature Posting Space.
- ◇ Power sockets and internet access are included as part of the booth packages.
- ◇ A table and two chairs is supplied as standard for 2m X 2m booths, a table and three chairs is supplied for 3m X 2m booths.
- ◇ Recruiters are responsible for their booth space and shell scheme. Any panels found soiled or damaged will be charged at replacement cost.
- ◇ If you are using the Internet in your booth, you must ensure that your computer is compatible.

IATEFL Jobs Market Contact Information:

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