



Trinity Careers Fairs 2024/2025 Essential Information for Exhibitors

Careers Fair Title	Venue	Time and Date	Delivery of materials
Business, Finance & Consultancy	Main Hall, Level 3, Trinity Sports Centre	Tues 24 September 2024 11.30am – 2.30pm	By 2pm on Friday 20 September*
Computing & Technology Fair	Main Hall, Level 3, Trinity Sports Centre	Tues 01 October 2024 11.30am – 2.30pm	By 2pm on Friday 27 September*
Law Fair	Main Hall, Level 3, Trinity Sports Centre	Thurs 03 October 2024 11.30am – 2.30pm	By 2pm on Tuesday 01 October*
Engineering & Environment	Main Hall, Level 3, Trinity Sports Centre	Thurs 10 October 2024 11.30am – 2.30pm	By 2pm on Tuesday 08 October*
Summer Internships Fair	Main Hall, Level 3, Trinity Sports Centre	Thurs 23 January 2025 11.30am – 2.30pm	By 2pm on Tuesday 21 st January

*See 'Deliveries' for further details

Audience

All Trinity Careers Fairs are open to Trinity students and recent graduates from across all disciplines and programmes. Students from other universities, schools or colleges are not permitted to attend these events. We ask that you refrain from posting details of the event on public platforms, e.g. Eventbrite, that might encourage people from outside the Trinity community to attend.

Accessibility

Information about physical access across the Trinity campus can be found [here](#).

Deliveries

In advance of the Fair

Fair items/promotional materials can be sent to;

Partnership Development Officer, Trinity Careers Service, 2nd Floor, 7-9 South Leinster St, Trinity College, Dublin D02 K104.

E: employer.careers@tcd.ie; P: 01 896 1721. Security desk: (01) 896 4335.

*Please mark all boxes with your company name, the title of the fair and include the number on each box i.e. Box 1 of 6, Box 2 of 6 etc.. Your materials will be available to you on the morning of the Fair in the Sports Hall. **Please do not send any materials directly to the venue.***

On the day

You will be able to access the Fair venue 1.5 hours prior to the event start time.

Deliveries on the day of the Fair should be dropped off outside the Trinity Sports Centre on Pearse Street.

There are loading bays located directly outside the Sports Centre and Exhibitors can access Trinity Campus through the passageway marked on the image below. The entrance to the Sports Centre is through the passageway to the left.



Collections need to be picked up within 1 hour after the fair has finished. If you are arranging collection by courier, please ensure they collect from Trinity Sports Centre and **not** Trinity Careers Service.



Directions to the Venue

Map: [Main Hall, 3rd Floor, Trinity Sports Centre, D02 PM40](#)

Floorplan

A floorplan will be provided to all Exhibitors on the day of the Careers Fair indicating where your stand will be.

Power

Power points/electrical sockets are provided to Premium Stands only. Unfortunately, as there are a very limited number of power sockets, we cannot facilitate any requests for power on the day of the fairs.

Catering

Tea/Coffee and refreshments will be provided for Exhibitors **on arrival** and throughout the event. Tea/coffee cups and food are not permitted in the Sports Hall and must be consumed in the break room.

Stands

- Depending on your booking, you will be provided with a 6' x 2' or 8' x 2' table (uncovered/bare) and two chairs.
- You must bring your own table coverings, if required.
- Out of consideration for the other exhibitors, we ask that you limit the number of staff at your table to no more than 5 people.
- Exhibitors are to provide their own display/pop-up stands. Stands should be no longer than 6ft wide and must comfortably fit behind your table. Backdrops are not provided, and it is not permissible to attach material to the walls/ceilings of the venue.



- Exhibitors are responsible for ensuring that all stand installation work complies with relevant Irish/EU health and safety legislation.
- Promotional materials must be confined to the Employer Stand area and not elsewhere.
- If you have edible goods (packaged food and screw top bottles only) as part of your promotional items, please display the necessary food allergy notices (further information [here](#)).
- Unpackaged food items, e.g. cupcakes and bottles or cans without screw tops are not permitted in the Sports Hall.
- **ALL materials must be removed** and taken away from the venue when the fair is over. This includes packing material or other items brought into the venue and all debris arising from the construction or dismantling of stands etc.

Wifi

Guest Wi-Fi will be set up for each employer and passwords will be supplied on the day.

Social Media

We encourage you to follow us on social media and post about your attendance at the Fair. We will be updating our social media throughout the event. Please use the hashtag: **#TrinityCareersFair**

Facebook & Instagram: @Trinity.Careers.Service

Sustainability

Trinity's aim as a 'Green Flag' campus is to incorporate sustainability into day-to-day activities in college including our events. Sustainability is about environmental issues, and is also about equity, accessibility, inclusion and diversity so we would like to bring the following to your attention:

- Our event venues are fully accessible, so it is important that all pathways in the venue are kept clear to allow easy access during the event.
- We will work with our caterers to provide vegetarian/vegan food options and to use recyclable/compostable cups, cutlery, etc, where possible.
- We encourage all those attending our events to bring their own reusable water bottles and coffee cups. Water fountains are located at the entrance to the sports hall.
- We limit our own use of hard copy materials, e.g. flyers, brochures, at events and ask that you do the same.
- When thinking about promotional materials, ask yourself if you really need them and, if so, give out something that it is long lasting and made from sustainable materials, i.e. not plastic.
- Trinity is located in the city centre with good public transport links, so we encourage you to use these travel options when coming to an event on our campus

Thanks for helping us meet our sustainability goals and provide a better environment for future generations.

Equality, Diversity and Inclusion

- The last 30 minutes of the Fair is often a quieter time for students to meet with employers. We encourage students who may need accommodations related to disability, equality and inclusion to



visit the Fair during this quieter time. We ask you to be accommodating to the students who might choose to visit your stand at this time.

- Employers are asked to switch off electronic or backlit screens and to be accommodating to those who have additional needs and attend towards the end of the event.
- Employers are asked to remain for the full duration of the Fair to allow the maximum number of students to take part.

Parking

There is no visitor car parking available on the Trinity campus. If you need to drive to our event, you are directed to one of the public car parks in the vicinity:

- Fleet Street (just off Westmoreland Street)
- Q-Park Setanta (just off Nassau Street)
- Q-Park Dawson
- Grafton Carpark

Smoking Prohibitions

Trinity is a tobacco free campus. Further information can be found at [here](#).

Hotels

Hotel accommodation is not included in the cost of the careers fair. Below is a list of hotels close to Trinity:

- <http://www.trinitycityhotel.com/>
- <http://www.thealexhotel.ie/>
- <http://www.davenportotel.ie/>
- <https://www.themonthotel.ie/>

Taxi companies

- Lynk Taxis: (01) 820 2020
- Ballsbridge Taxis: (01) 608 0900



How to set up and edit your MyCareer Fair profile

As part of our Careers Fair registration process you must provide **“Promotional text about this event to display to users”**. The information you provide here is included in your Fair profile and is seen by our students when they are viewing which employers are attending our Fairs. It is a good opportunity for you to provide a summary on why you are attending our Fair, e.g. graduate programme, internships, jobs, and to highlight your equality, diversity and inclusion (EDI) initiatives and supports. You can edit and add to this information in advance of the Fair (see details below).

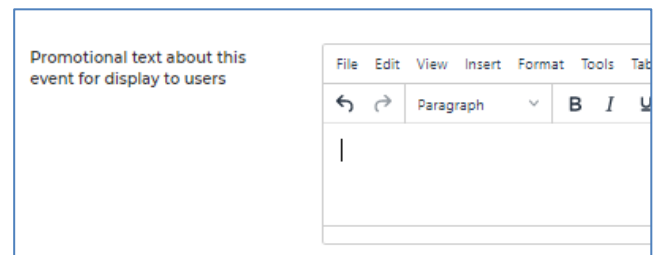
Your Fair profile will also include a link to your organisation information on MyCareer so it is important that this is up to date as this is where students will be able to view and apply for the job opportunities you have available on the day of the Fair.

Adding promotional text, graphics & videos to your MyCareer Fair Profile

Promotional Text / About Us

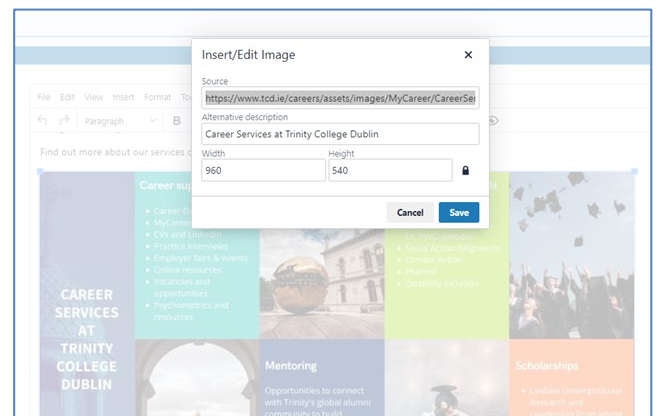
What does ‘Promotional text about this event for display to users’ mean?

When you register for the event you will have to complete the field ‘Promotional text about this event for display to users’. This information is used for the virtual ‘About Us’ page for your event stand.



Adding images to your stand

MyCareer requires users to upload the image to your webserver, and then add the ‘source’ URL. If you are using an image that is used on your own website then your IT/Web department should be able to provide the URL. If you have one made by your Marketing Dept then they should be able to upload it to your server and provide the URL to input.



Adding videos to your stand

You have the option to add a video to the ‘About us’ section on your Exhibitor Stand.

Please note that you can only embed videos that are hosted on **YouTube**.

Using the “Promotional text about this event for display to users” editor field, click on Tools > Source Code. Add the embed code from the Youtube video you wish to include on your stand. Click ‘Save’.

You can find the embed code by right clicking on a youtube video and selecting ‘Copy embed code’

