



Presentations

Information for employers and organisations



Presentations are an ideal way to introduce students to your company/organisation and tell them about your vacancies. They also give you the opportunity to raise your profile on campus and talk to your target audience, encouraging early applications from students.

The careers service can help you organise:

- **formal presentations**
- **an informal chat with students**
- **opportunities to market your company/organisation with a display stand facility at an appropriate location on campus**

Presentation details:

- Presentations take place between
 - **October and early December**
 - **mid January and May**
- All presentations are held on campus
- Presentations are usually held on a Wednesday between 1pm and 2pm. However an alternative time can be arranged depending upon your needs.

There is no charge to make a presentation organised by the Careers Service.

To book a presentation, contact us on 01642 342260 or email careers@tees.ac.uk

Administration includes:

- Agreement and booking of a suitable date
- A suitable room will be reserved to meet your requirements
 - All of our rooms have internet access, PowerPoint facilities and enable you to show a DVD
- Allocation of car parking spaces (no permit required)
- Refreshments if required (drinks vouchers will be supplied on the day)
- Confirmation of your requirements, and travel directions to the university will be emailed to you upon receipt of your completed booking form
- Publicity of the presentation to students
 - Presentation advert posted on Careers Events web pages at www.tees.ac.uk/careers
 - Posters and any appropriate literature (if supplied) distributed to relevant School contacts.
 - Advertising of the presentation through careers website, School contacts, noticeboards, student job centre, campus wide plasma screens, social media.
 - Targeted emails to subject disciplines.
 - Presentation/handout (if supplied) posted on E-learning@tees (campus only network) after the presentation for students to access.
- Access to photocopying (if required)
- Support from members of the careers staff
- We encourage students to sign up to the presentation to identify how many students are likely to attend.
- We will keep you updated, with likely numbers of attendance or if there are any changes to your booking.
- Upon arrival at the university careers staff who will show you to the room
- After the presentation, we welcome your informal feedback and offer the opportunity to students to comment on the presentation.
- Please note, Teesside University Careers Service makes every effort to ensure that all information printed is accurate but can take no responsibility for advertisers' statements.