



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 facts:

- 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.

Administration:

Includes:

- Agreement and booking of a suitable date
- Emailed confirmation of your requirements upon receipt of completed booking form
- Map and directions will be sent to you of how to get to the university
- A suitable room will be reserved to meet your requirements
- A TV video player will be provided
- An overhead projector (OHP) will be provided
- Powerpoint facilities are available if required
- Access to photocopying
- Refreshments (drinks vouchers will be supplied on the day)
- Lunch if required (held in University Lounge nearby)
- Allocation of car parking spaces (no permit required)
- Publicity of the presentation to students
- 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 you will be met by 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.

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

Publicity includes:

- Presentation advert and company/organisation logo posted on Careers Events web pages www.tees.ac.uk/depts/careers/presentations.cfm
- Vacancy advert and company/organisation logo posted on the Jobsearch pages of the careers service website.
- Company/organisation information (if supplied), held on reference within the careers information area for students to access.
- Poster advert and any appropriate literature distributed to relevant School department contacts.
- Targeted emails to subject disciplines.
- Advertising of the presentation via liaison with School contacts, noticeboards, posters, student job centre, campus wide TV.
- Presentation/handout (if supplied) posted on E-learning@Tees (campus only network) after the presentation for interested students to access.

Interested?

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

We look forward to hearing from you.

www.tees.ac.uk/careers

