

Exhibitor Handbook

Careers Fair 2012

Connecting Employers with CDU students/graduates to focus on career & employment opportunities.

28th March 2012 – 10.30am to 2.30pm

Casuarina Campus

Darwin, Northern Territory

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Introduction

Charles Darwin University's *Careers Fair* gives employers an opportunity to meet with and promote career opportunities to CDU students/graduates.

Now in its seventh year, this event has grown from 14 exhibitors and 170 students at its inaugural year in 2005, to 38 exhibitors and over 400 students attending the event in 2011. We expect numbers to grow again this year. For a list of Exhibitors who participated in the 2011 Fair, please visit:

www.cdu.edu.au/careers/services/whatson/careersfair.htm

About Charles Darwin University

Diversity and opportunity are the hallmarks of Charles Darwin University (CDU).

CDU is a University with a difference. It's an award winning University located in an exotic environment on the doorstep of Asia. It's a 'dual sector' University, which means students may study a Vocational Education and Training (VET) course, a Higher Education (HE) university course, or integrate studies across the sectors.

Charles Darwin University is the largest tertiary institution in the Northern Territory. CDU campuses and centres offer a diverse range of study environments. There are campuses on the mangrove-fringed coast of the Arafura Sea, as well as a campus located amongst the ancient landscapes and cultures of Australia's red centre.

Charles Darwin University's research strengths lie with: Natural and Cultural Resource Management, Human Health and Well-being, Teaching, Learning and Living, Community, Development and Identity. The University has formed many partnerships with a number of research organisations, government departments and private industries to advance these focus areas.

Our main campus is located in the northern suburb of Casuarina in Darwin. Other campuses are in Palmerston, Alice Springs and Katherine. We also have study centres in Jabiru, Nhulunbuy (Gove) and Tennant Creek.

Our student population is drawn from the local area, interstate and overseas.

Enrolment and Graduate Numbers

Enrolments

In 2010, Charles Darwin University had **7979 Higher Education (HE)** and **14104 VET course enrolments**. The following chart shows the breakdown of those enrolments by HE course:

Course enrolments by course type	2010
Agriculture Environmental & Related Studies	207
Architecture & Building	59
Creative Arts	141
Education	1511
Engineering & Related Technologies	337
Health	1714
Information Technology	181
Management & Commerce	749
Mixed Field Programs	913
Natural & Physical Sciences	263
Society & Culture	1951
None (those in miscellaneous programs)	263

**Source Charles Darwin University Annual Report 2010*

Graduate Numbers

Charles Darwin University holds three graduation ceremonies a year – in May and October for Darwin graduates, and in June for Alice Springs graduates.

Graduate numbers from our 2011 ceremonies in both the Higher Education and VET sectors are shown below:

Faculty	May 2011	June 2011	October 2011
Education, Health, Science & the Environment	318	34	138
Law, Education, Business & Arts	459	15	193
Menzies School of Health Research	10	1	12
VET	1335	297	1251
Australian Centre of Indigenous Knowledges and Education	4	-	21
TOTAL	2126	347	1615

**NB: Above information current as at 01 December 2011*

Venue

Charles Darwin University's Careers Fair 2012 will be held in the Central Teaching Building of the University's main campus in Casuarina (Darwin).

Address: **Red Precinct Building 6** (*this is an air-conditioned facility*)
Ellengowan Drive
Casuarina NT 0909

(Please see the campus map on page 10).

Dates & Times

Date event held : **Wednesday 28th March 2012**

Event opening times : **10.30am to 2.30pm**

Exhibitor Networking/Academic Liaison : **9.30am to 10.30am**

Set-up and Break-down

Set up times : **9.00am to 10.00am**

Break down times : **2.30pm to 3.30pm**

Expressions of Interest to Exhibit

'Expressions of Interest to Exhibit' at this event are now open and will close on **Thursday 1st March 2012**.

You are encouraged to respond early to avoid disappointment, as space is limited. Please complete the '*Expression of Interest to Exhibit*' form and send back via Email, Fax or Post – return details are on the form.

Please note: it is a condition of your acceptance to participate in this event that you agree to exhibit for the whole duration of the event, from 10.30am to 2.30pm.

Cost of site bookings

The cost to exhibit at this event is \$420 per booth. Each booth includes the following:

- Expo booth: 3m wide x 1m deep x 2.4m high
- 1 x 4 amp power outlet
- 2 chairs (please advise if a 3rd chair is required)
- Fascia sign
- 1 trestle table
- 2 x spotlights

Please note that only velcro, staples, small screws and pins should be used on the panels of the booth. NO BLU TAC, thankyou.

Additional booths

Additional booths can be requested but will only be confirmed after minimum bookings have been accommodated. The cost of an additional booth is \$420.

The University reserves the right to reject participation from any organisation it deems as unsuitable for this event.

Power

Power will be limited, so please keep your power requirements to one computer/laptop OR one TV/video only.

Cancellations

No cancellations will be accepted after 4pm, Friday 16th March 2012. Cancellations after this time CANNOT be refunded.

Exhibitor Passes

You are required to list on the Expressions of Interest to Exhibit Form, all staff members that will be attending to your site on the day, to allow for exhibitor passes to be issued to them.

Please note, catering will only be provided for a maximum of 3 attendees.

Public Liability Insurance

All companies must have their own Public Liability Insurance Policy. Full details pertaining to Policy Number, Company and Amount must be provided on your Expressions of Interest to Exhibit form.

Vehicle Access

An Exhibitor loading and unloading bay is available directly outside Red Precinct Building 6, the Central Teaching Building.

Apart from the loading and unloading bay, exhibitor vehicles will be subject to the normal parking regulations on campus.

Parking meters are in place throughout most car parks at a cost of \$1.50 per day from 8am-5pm. Most car parks are free of charge after 5pm.

FREE PARKING is also available throughout the University. *(Please refer to the campus map for parking information – **note that the closest parking to the Venue is Purple Precinct Parking A or Blue Precinct Parking A).***

Catering

- Morning Tea will be provided at approximately 10am during Exhibitor Networking/Academic Liaison.
- Lunch will be provided for a maximum of 3 attendees per booth.

Please note:

Catering will be limited to a maximum of 3 persons per booth. If there are additional representatives, other refreshments can be purchased from the University Cafeteria or Coffee Shop located in Red Precinct Building 1 (please refer to the campus map).

Campus facilities

A Westpac ATM and the campus Post Office are located in Red Precinct Building 1 outside the Security building, near the coffee shop.

Smoking is NOT permitted in any of the University's buildings.

Emergency procedures

In the event of an evacuation, the fire alarm will sound. Please obey all instructions from the Security Officer and/or the Marshall in your area.

Contacts

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Careers & Employment
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Fax: (08) 8946 6642
Web: www.cdu.edu.au/careers

Please note that the closest car parking to the Central Teaching Building is Purple Precinct A or Blue Precinct A.

FACULTY & INFORMATION CENTRES	BUILDING	CAR PARK
INFORMATION CENTRE	1 ORANGE	A ORANGE
ASSET SERVICES	8 ORANGE	B ORANGE
LIBRARY	8 RED	D BLUE
SECURITY	1 RED	D BLUE
EDUCATION, HEALTH AND SCIENCE	5 BLUE	A BLUE
LAW, BUSINESS AND ARTS	1 BLUE	A BLUE
VOCATIONAL EDUCATION AND TRAINING	4 RED	D BLUE

KEY FACILITIES	BUILDING	CAR PARK
ART GALLERY	9 ORANGE	B ORANGE
BOOKSHOP	1 RED	D BLUE
CENTRE FOR YOUTH MUSIC	6 ORANGE	B ORANGE
CHILD CARE CENTRE	3 GREEN	A GREEN
CHINESE GARDEN	1 YELLOW	A YELLOW
EXECUTIVE OFFICES	2 ORANGE	A ORANGE
INDONESIAN GARDEN	6 ORANGE	B ORANGE
INFORMATION TECHNOLOGY AND MANAGEMENT SUPPORT	9 RED	A PURPLE
MAL NAIRN AUDITORIUM	7 RED	D BLUE
NORTHERN EDITIONS	9 ORANGE	B ORANGE
NORTH FLINDERS INTERNATIONAL HOUSE	1 BROWN	D BLUE
POST OFFICE	1 RED	D BLUE
PRINTERY	1 GREEN	A GREEN
STUDENT SQUARE AND BASKETBALL COURT	2 RED	D BLUE
TERRITORY FM104.1	8 ORANGE	B ORANGE
UNIVERSITY AMPHITHEATRE	7 ORANGE	A ORANGE
UNIVERSITY THEATRE	8 ORANGE	A ORANGE

KEY	
TICKET & PERMIT PARKING	BUS STOP
FREE PARKING	SECURITY
ATM	ACCESSIBLE TOILETS
FOOD	POST OFFICE
ACCESS TAXI DROP-OFF	

For more information phone the University Hotline on 1800 061 963, or visit the Information Centre located in building 1 Orange.

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