

# Placement Fair

## Joining Instructions

Wednesday 16th October 2019 11am - 2pm

The Forum, JHBB, Headington Campus

### On Arrival

The Placement Fair is being held between 11am and 2pm in The Forum, John Henry Brookes Building. The building will be open to stand holders from 10am. Campus directions and a floor plan are attached. On arrival please ask at JHBB Main Reception for directions to Careers.

### Parking

Parking and drop off are on the Headington Campus, Gipsy Lane site: [www.brookes.ac.uk/about-brookes/contacts-maps-and-campuses/](http://www.brookes.ac.uk/about-brookes/contacts-maps-and-campuses/)  
A 3 minute walking route from the car park is attached.

**Pre-booked parking:** If you have requested parking you will receive a parking permit and direction from us. You will need to have printed and brought with you on the day. **Pre-booked parking is strictly limited to one space per organisation.** Apologies for not being able to accommodate all requests parking is extremely limited on campus.

**Alternative parking:** If you have not pre-booked parking, or you require parking for additional vehicles, alternative parking and public transport details can be found below.

[https://www.oxford.gov.uk/info/20012/parking\\_and\\_travel/495/public\\_transport](https://www.oxford.gov.uk/info/20012/parking_and_travel/495/public_transport)  
<https://www.oxfordshire.gov.uk/cms/public-site/park-and-ride>  
[https://www.oxford.gov.uk/directory/8/car\\_parks\\_in\\_oxford/category/54](https://www.oxford.gov.uk/directory/8/car_parks_in_oxford/category/54)

### Emergency Numbers

Brookes Careers: 01865 484670  
Jo Cavalier : 01865 483721

### Lunch & Refreshments

Two £5 catering vouchers will be provided per stand. These can only be used in one transaction and are transferable at Starbucks, SU Bar, the Deli and the Terrace.

### Careers Portal

As part of our Employer Package, all companies who attend the Fair will be listed as a "Brookes Partner" on our careers portal, this means your vacancies and profiles will appear at the top of our careers portal for 2 weeks following the Fair.

In order to make you a partner please register your organisation on our Careers Portal through this link [Company Sign Up](#)

## Your Stand

PITCH SIZE Approx. 2m x 1.5m. Includes one 1.5m x 60cm (approx.) table, 2 chairs, electrical point if requested. There is sufficient room for backing and display boards although they are not supplied by Brookes. Please inform us in advance if you do not wish to have a table and/or chairs.

## IMPORTANT DELIVERY AND COLLECTION INFORMATION

Your stand and materials can only be delivered to Brookes Careers on the day of the event and prior to the event. Careers event staff will ensure that everything is at the venue on the day. (Careers address overleaf)

Stands must be collected on the day of the event. It is essential that you inform a member of the events team if you are leaving your stand for collection by courier. **Please ensure that stands are clearly labelled with your organisation and the destination.**

### DELIVERY AND COLLECTIONS ADDRESS:

Jo Cavalier, Careers, JHBB, Headington Campus, Gypsy Lane, Oxford, OX3 0BP

## Photography

Photography and Filming may be taking place throughout the Fair. If you have any objections to this, please let us know.

For safety reasons we request that stand holders do not re-position their table and that walk ways and fire exits are not obstructed. We also request that all visitors to the building observe our Safety Procedures (below).

## Safety

**If you have any queries or require further help on the day please do not hesitate to ask a member of staff.**

## Safety Procedures

### ACTIONS ON DISCOVERING A FIRE:

Any person(s) who discovers a fire must sound the alarm at the nearest fire alarm call point. They must then find a telephone and dial 999, alternatively immediately report to reception in the main foyer.

If the fire alarm bells sound the building is to be evacuated.

### GENERAL EVACUATION PROCEDURE:

During any evacuation visitors, students and staff must:

- » Not delay to collect personal belongings;
- » Not use lifts;
- » Walk not run;
- » Leave the building by the nearest exit;
- » Get well clear of buildings and access routes;
- » Not attempt to leave the Site by use of any vehicle;
- » Not go back into the building until instructed to do so by a responsible member of staff;
- » Advise a member of staff or fire fighter if you have reason to believe that anyone has remained in the building.

## ON HEARING THE FIRE ALARMS:

- Primary escape route is through the doors that lead to the kitchenette, turn left through the second set of grey double
- Alternative escape route **Up stairs to left of Careers entrance**, past main reception, out of main doors and across
- Alternative escape route **Across Forum**, past Café Central doors and out of the fire exit directly in front of you front plaza to assembly point by Headington School on London Road.



