



# SUMMER

# JOB DAY

16.1.2020

**A?** Aalto University

## *Exhibitor's Guide*

Thursday, 16th January, 11:00 – 16:00.

Aalto University's Undergraduate Center, Otaniemi campus

Otakaari 1 F, Espoo / the main lobby, 1st and 2nd floor

### *Contact*

Sonja Olkkonen, Fair coordinator, +358 50 598 2452

Annemari Rautio, Career Services, +358 50 380 7398

[careerservices@aalto.fi](mailto:careerservices@aalto.fi)

**#SummerJobDay**

This guide includes information and practical instructions for your participation in Summer Job Day event.

The map of the event venue and the list of the participating exhibitors are already published on our website: <https://www.aalto.fi/en/collaboration/summer-job-day-event>. Content for student is published in JobTeaser (sign in with Aalto logins).

## Event programme

<b>9.00 - 11:00</b>	constructing the stands
<b>11:00 - 16:00</b>	stands open for students
<b>16:00 – 17:00</b>	deconstructing the stands

## Stands and construction of the stands

We will mark the location of your stand with the name of your organization, and deliver the ordered furniture to your stand beforehand.

**The price of the basic stand includes a table** (size around 140 cm x 100 cm) **and the price of the ministand includes a bar table.**

In addition to these, you have the opportunity to order beforehand bar tables and poster walls (150 cm x 119 cm, height 190 cm) for additional price as well as change the normal table included in the basic stand to bar table for free. Additional orders can only be done for basic stands, meaning you can't order any furniture for ministands. **The orders must be done by 8.1.2020.** All the orders must be done beforehand, since additional furniture aren't available on the event day.

**We will mark the size of your stand with tape. These taped lines should not be crossed so that the corridors will remain big enough.** You may use your own stand structures or furniture as long as the size does not exceed the given stand size. We don't recommend using any walls or such, roll-ups or equivalent suite work better in the space. Please note, that on ministands, only roll-ups are allowed.

- The size of the basic stand: 3m x 2 m x 2.9 m (width x depth x height)
- The size of the ministand: 1.5 m x 2 m x 2.9 m (width x depth x height)

You can use the main entrance (Otakaari 1 F, Espoo) when bringing your furniture and other materials. For the building and deconstructing hours, we have reserved few students to help you with carrying the

materials to your stands. Please notice that there are only few students, so reserve enough time and be prepared to wait a while if you need a help.

When planning your stand presence, please take into consideration that the space has a very dim lightning. Thus, it's recommended that you include your own lightning fixture, if any, to be attached on the wall or roll-up.

According to the Aalto University's code of conduct, our events are conducted as sustainably as possible. Please, avoid paper brochures and minimize all the unnecessary trash related to candy and other distributed material.

## Power plugs and internet connection

Each stand has a one 3-part electricity cord.

You may use wireless Aalto Open network without any logins. Login to the network is possible only if your organization's IT protocol allows to connect to open networks.

## Cloakroom

There is an unguarded cloakroom in the first floor, behind the stands.

## Catering services and tickets

We'll bring you the catering tickets included in the stand price before the stands open to students.

Basic stand includes 3 pcs sandwich / bun tickets and 6 pcs coffee / tea tickets.

Ministand includes 2 pcs sandwich / bun tickets and 4 pcs coffee / tea tickets.

You can use the tickets during the event in the nearby Cafe Aino, which is located in the first floor of the event venue, near the main entrance. The cafe is open 8:00-16:00.

In addition, you can buy some refreshments, snacks and sweets from the cafe. If you wish, you can also buy reasonably priced lunch from the nearby [restaurant Alvari](#), which is located next to Cafe Aino.

Restaurant is open 10:45-16:00 and lunch is served during the whole time. Besides Alvari, you'll find several other lunch places near the event venue.

See the university's campus map here: [https://www.aalto.fi/sites/g/files/flghsv161/files/2019-07/080719\\_aalto\\_campusmap\\_A4\\_web\\_0.pdf](https://www.aalto.fi/sites/g/files/flghsv161/files/2019-07/080719_aalto_campusmap_A4_web_0.pdf).

## Arrival and parking

If possible, we recommend you to arrive by public transport (<https://www.hsl.fi/en>) or taxi. The metro entrance Otaniemientie is located right next to the event venue, as is also the taxi stand and bus stops.

Unfortunately, there's a limited amount of parking spots available in the area due to wide construction works. There's a small parking lot next to the main entrance, but this can be used only for unloading the goods. Longer term parking spaces are located in the north end of the building and in front of the nearby Tietotekniikantalo –building. You'll find a printable parking permit at the end of this document. Please note, this permit is valid only in the spaces marked with "Aalto-yliopiston luvalla". The permit is not valid in parking spaces, which are marked with a different text. You can also get the parking permit from our info stand on the event day, but there's only a limited amount of permits available.

Please take into consideration that the traffic arrangements in Otaniemi have changed notably. You can download the campus map here: <https://www.aalto.fi/en/campus/campus-maps-addresses-and-getting-to-otaniemi>.

## JobTeaser

We are using online platform JobTeaser in student marketing and communication. We have sent the sign in link to your contact person by email. If you wish us to grant the edit rights to multiple persons, please give us their contact details in the Secondary contact person field in the registration form or contact us at [careerservices@aalto.fi](mailto:careerservices@aalto.fi). We have sent you the more detailed instructions on how to use the platform by email. However, you'll find these instruction also on our website ([https://www.aalto.fi/sites/g/files/flghsv161/files/2019-11/jobteaser\\_instructions\\_sjd2020.pdf](https://www.aalto.fi/sites/g/files/flghsv161/files/2019-11/jobteaser_instructions_sjd2020.pdf)).

JobTeaser is already open for students, and your profile will immediately become visible to them. Thus, **we recommend you to complete your profile as soon as possible** – it's possible to add and edit the information until the event day. **Please complete your profile by 10.1.2020 the latest**, so students can read more about your organization before the event.

In JobTeaser, you can publish your organization overview, open positions as well as your greetings to our students. JobTeaser profile will act as your primary channel for student communication. You can decide yourself the amount of text you'd like to add to the profile, and you can also utilize links to your existing webpages. However, we recommend adding at least a short company overview in your profile. In JobTeaser, students are also able to see your target group selections, meaning in which school's students you are interested and can you hire non-Finnish speaking students.

## Target group selection on the event day

All Aalto University students from arts and design, business and technical fields are invited to the event and especially the students in their first years of studies. See all study options (<https://www.aalto.fi/en/study-options>).

We try to ease the encounters between you and students also during the actual event day. We'll make a small poster to each exhibitor based on their target group selection. The poster will indicate to the students in which field's students the exhibitor is interested and can the organization hire also non-finnish speaking students. We recommend you to display the poster at your stand, so that students from your target group will find your stand. At our first floor info stand, we have tape and few plastic stands which you can borrow to help you to display the poster at your stand.

The picture below illustrates which color represents which school. You'll find these explanations also at your stand.



- ARTS: School of Arts, Design and Architecture
- BIZ: School of Business
- CHEM: School of Chemical Engineering
- ELEC: School of Electrical Engineering
- ENG: School of Engineering
- SCI: School of Science

Students have also the opportunity to attach a sticker to their clothes to represent the color of their school. This way employers are able to faster recognize the study field of the student.

## Parking permit

