

INITIAL CHECK LIST– Finde.U VIGO

SCHEDULE

FINDE.U- VIGO will take place on the 8th and 9th of November from 10:00 to 18:00 (Local time)

CONGRESS CENTER



INSTITUTO Ferial de VIGO – IFEVI

Avda. do Aeroporto, 772. 36318 Vigo
Tlf. +34 986 486 144
Fax. +34 986 486 071

In a 100.000-m2 area IFEVI divides this space into two areas spread over Building Services, the hub for the bulk of the conference and entertainment activities, and 30,000 m2 of halls mainly earmarked to be the center of attention for fairs and halls that host a wide multidisciplinary leisure and business offer at every event.

The premises are equipped with the latest technologies, and structural and organizational facilities. Adequate qualification and design of functional spaces designed to meet any requirements of fair, congress or sports- and entertainment event s, is one of the reasons, together with the strategic location of the premises, that has favored its position as our first significant industrial and economic showcase.

At the end of this document you will find instructions about how to get to the fairground.

PARKING DURING THE FAIRGROUND

IFEVI's fairground provides a huge and free car park in front of the entrance where all participants can park their vehicles during the event.

STAND



Stand of 3x3 meters with this characteristics:

- Fireproof fair carpet directly to the ground.
- General structure of anodized aluminium in its color to 3m of height.
- White melamine panels.
- Frontis using aluminum bars and standard label on cartelera lighting with spots of 300W on lane for reason of 75W/m²
- General Electrical Box for 3,300W with differential and MCB with a base of plug 500W
- Allocation: 1 round table and 3 chairs.

Due to the distribution of stands along the fairground, some of them will have a 2-wall structure and some of them a 3-wall structure (such as the one in the photography above). If you have any preferences about some specific modality, you should let us know in the form that you will receive shortly from the Finde.U organization. After checking all the participants' preferences, stands allocations shall be made by drawing lots.

A map with your stand's location will be send to you soon. Sponsoring companies will have the right to choose the allocation of their stands.

SCHEDULE OF ASSEMBLY AND DISASSEMBLY OF THE STANDS.

The assembly and disassembly of stands are under the responsibility of the participating companies during the previously established schedules.

Assembly :

- 7th of November from 9:00 to 20:00
- 8th of November from 7:00 to 9:30

Disassembly:

- 9th of November from 18:00 to 22:00
- 10th of November from 9:00 to 20:00

IMPORTANT: Assembly/disassembly companies should access IFEVI with the access accreditations that you will receive some days prior to the fair. In the stipulated days and times companies could also have the help of the fair's organizers (keeping material, indicating stands locations, etc.).

CLEANING

The general cleaning of the fairground's space is responsibility of the organization of the FINDE.U. Daily the organization will clean the tables and chairs of the stands between 8:00 and 9:30.

SECURITY

The organization of the FINDE.U will have a room to collect material (merchandising material, computers, etc.) before the opening of the event.

IMPORTANT: The organization of FINDE.U. is not responsible for the disappearance or damages in the exposed material during and after the event.

EVENT KIT

During the days of the fair we recommend you to keep a kit composed of:

- Adhesive tape (to close boxes and correct minor problems)
- Pen and paper
- Knife/scissors
- Stapler
- Clips
- Cleaning products (cloth, etc..)

CHECK-IN

- The check-in point for organisations will be found at the entrance of IFEVI, at the reception desk, in order to provide organisations with useful information and the acreditations their representatives will require to enter and move freely around the premises.
- Organisations will be able to rely on the support of volunteers, who will be easily identifiable by their sweatshirts.
- Each organisation's stand must be uninterruptedly staffed by at least one person during opening hours.

STAND DECORATION

The stand is your brand and should represent your organisation's image.

The stand consists of the elements indicated in the section "Stand". We will ask you in a form that you will receive shortly from the Finde.U organization to indicate the exact company denomination that you want to appear in the stand frontis. A silk-screened logo service (with additional cost) can be hired directly to the technical services stated in the next section.

If your company is also participating in Oporto's fair, where there is no stand but open spaces (2x3m), you have to bear in mind that in Vigo, due to the structure of stands, space is slightly bigger (3x3) in order to make all your merchandising materials compatible for both events.

You can use any kind of visual material to decorate your stand: roll-ups, posters, etc. (should you have any hesitation about some material, please contact the organisation)

Organisations should not paste any materials on the walls of the congress centre.

REFRESHMENT

During the event representatives of companies, as well as volunteers and visitors, can use the catering service of IFEVI. Lunch times will start at 13:00 and finish at 15:30. The organization of FINDE.U. A menu for 10€ has been arranged with the catering company. Salads, mixed grilled platters and burgers will be also served only during the indicated hours.

During his participation at the fair the representatives of each company or entity participant shall have two vouchers per person to redeem for coffee or water in the cafeteria of the fairground.

CLOAKROOM

The cloakroom is located next to the reception.

Please note that we cannot accept valuables (e.g. handbags) or shopping bags.

TECHNICAL SERVICES

Should you need any technical services, material or supplementary furniture to decorate your stand you can hire it directly with the stand assembly company. Please, contact Luis Vázquez at luis.vazquez@grupomarva.com

MEDICAL ATTENTION

During the event the medical attention will be realized by Civil Protection.

WI-FI ACCESS

Each participating company will have a password to access to WI-FI net of the fair. The password will be provided the 8 of November in the reception of the fair.

ACCOMMODATION DURING THE EVENT

<http://www.riasbaixas.info/hoteles-en-vigo.html>

BEAMIAN SYSTEM- Digital You

Beamian is a digital system which takes advantage of the digital identification of visitors in order to perform a variety of functions. There are different versions of Beamian for different types of events (trade shows, conferences, wine tasting, sporting events, music festivals and job fairs). In the case of the Job Fair edition, the available functions are:

- Always that the visitor pass your card by the reader of each stand (the university card itself in case of be students of the University of Vigo) is recorded information previously ascent by the candidates to the platform of log.
- This system allows direct access to the cvs of the candidates by the company or its Linkedin profile
- The companies will recieve the information at the end of the event. Also, the visitors will receive information about their activity in the fair (companies visited) at the end of the event.
- Statistics avalaible at the end of the fair.

How does it work?

The candidates are identified through a smart card provided by the organization or by associating the system to their student card. Employers can be identified through a electronic point. This makes it possible that with a simple click, the CV or the Linkedin profile of each candidate is at the disposal of the employer for immediate consultation, classification and definition of next steps.

The contacts can be exchanged and shared between both parts electronically.

Candidates will have access to a log of the representatives they spoke to, and, whenever they want, they may follow up on previous meetings.

The employer will have access to a list of their preferred candidates.

MEETING SPACES

Representatives who wish to conduct individual meetings or interviews with candidates may book a meeting space (one per company, 45 minutes per meeting) next to the reception desk. Reservation of this space is free for companies.

Priority will be given to the event sponsors.

Each organisation may book multiple time slots, if no other organisations have booked or have expressed an interest.

During the afternoon of the day 9 meeting spaces won't be available because they will be used for make the activities of *Talent At Work* activity.

HOW TO GET IFEVI

Lat : 42o 13 ' 24.3582 " - Lon: -8th 38'elms'

The Instituto Ferial de Vigo, IFEVI, has a strategic location in front of Peinador Airport with direct access from the three main means of travel.

By car

By road, there are three main roads with direct access to IFEVI without entering the city. 1. The Rias Baixas motorway connects the city to the centre of Spain (A - 52) . 2. The Atlantic motorway (A - 55) connects Vigo with the motorway in northern Portugal (A -3) . 3. The Atlantic Highway connects the city to the north of Galicia (AP - 9).

By bus

As for bus connections, there is an urban line (number C9A) from the city centre to IFEVI. For further information: the Bus station, Avenida de Madrid, 57
Phone: 986 373 411

By air

Peinador Airport is located 100 m from IFEVI and 10 kilometres from Vigo city centre.
www.aena.es

By train

The Railway Station, Plaza de la Estación, s / n Tel: 902 240 202 Website: www.renfe.es

CONTACTS

Alejandro Martínez Gómez

Director del Área de Empleo y Emprendimiento

Head of Employment and Entrepreneurship

Universidade de Vigo

(+34) 986818710 – 647343150

Albino Oliveira

Coordinador del Gabinete de Apoyo al Estudiante y Empleabilidad

Employability Office

Universidade do Porto

(+351) 220 408 093

Vera Medeiros

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(+351) 259 350 572/62