



Trinity Careers Service

Terms and Conditions for Employers attending Trinity Careers Fairs and Events

The Trinity Careers Service regularly holds Careers Fairs and events on campus to give organisations the opportunity to connect with our students and graduates. These terms and conditions set out the regulations for organisations participating in such Fairs and events.

The Careers Service will provide information on the registration process, the payment process and the facilities available to employers for each event.

By registering to attend one of our Fairs or events you are agreeing to these terms and conditions, which form a legally binding contract between the Trinity Careers Service and you as the registered Employer. If you are registering on behalf of another party, it is your responsibility to ensure that they are aware of these terms and accept them. By completing the registration, you are confirming that you have made the party aware of these terms and that they have accepted them.

Employer Events

See the below section on Careers Fairs for T&Cs applying specifically to Fairs.

These include on-campus workshops, masterclasses, skills sessions, presentations, and information stands with employers. Attendance at Careers Fairs should be booked through your MyCareer account. Bookings for all other events should be made using the form [on the Careers Service website here](#).

What you can expect from us

Events for the 2024/2025 academic year will be held both online and on campus. We retain the organisational responsibility for all careers events with employers offered exclusively to Trinity students. We will assist in promoting your event to students through MyCareer and through our social media channels. You can also arrange a targeted email promotion of your event (fee-based service). Click [here](#) for more information.

If you are running an online event in partnership with us, we will arrange for a Trinity Careers Service representative to manage your online event and provide tech support. You will be asked if we can record your event to make it available to Trinity students who were not able attend. Recorded events are only available to students who log in to their MyCareer account and do not appear on our public communications channels.

Contact our Partnership Development Officer at employer.careers@tcd.ie for further information on our event pricing and logistics.



What we expect from you

Student registrations for employer events will be managed by Trinity Careers Service through MyCareer.

Events we organise with employers are for Trinity students and recent graduates only. Non-Trinity students are not permitted to attend unless agreed with us in advance. You are not permitted to advertise events on our campus in a way that suggests that the events are open to members of the public or to students of other institutions.

We have a duty of care towards our students and welcome students to participate in our events without obligation. We do not charge students a fee to participate in events and neither are you permitted to charge students for participation in these events.

Cancellation

See the below section on Careers Fairs for T&Cs applying specifically to Fairs.

We reserve the right to change venue, date or time of an employer-led careers event at our discretion. Any change will be communicated to the relevant employer(s) in writing at the earliest opportunity.

Should you wish to cancel your careers event with us, written notice is required at least 5 working days in advance of the event in order to receive a full refund. Cancellation notices must be sent to employer.careers@tcd.ie.

An Employer who cancels an event booking with us will be liable for the following charges:

- More than 5 working days prior to the event: no charge.
- Less than 5 working days prior to the event: 50% of the cost of the event.
- Within 48 hours of the event: 100% of the cost of the event plus a €100 cancellation fee.

Payment Policy

Employers engaging with us for the first time

Employers who have not previously engaged with Trinity must complete our New Customer Credit Account Application Form in advance of their attendance at a Trinity Careers Fair/event in order to get registered on Trinity's financial system to enable payments to be processed. This is a requirement of our Financial Services Division. This form will be sent to relevant employers and the completed form (signed and dated) should be returned to Nora Moore in the Trinity Careers Service (nmoore@tcd.ie).

Invoicing

- Invoices are issued in Euro (€) only
- Invoices are issued by email only and can only be sent to one email address
- Purchase Order Number (PO No). Please check with your Accounts Payable Department to see if you need to supply us with a PO number to enable our invoice to be processed by your organisation. If so, please let us know so we can include this on our invoice



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Payment

Payment is due within 30 days from the issue date of the invoice. If payment is not received within this 30-day window, we reserve the right to cancel your booking and reallocate your place to the next organisation on our waiting list.

Sustainability

Trinity's aim as a 'Green Flag' campus is to incorporate sustainability into day-to-day activities in college including our events. Sustainability is about environmental issues, and is also about equity, accessibility, inclusion and diversity so we would like to bring the following to your attention:

- Our event venues are fully accessible so it is important that all pathways in the venue are kept clear to allow easy access during the event
- We will work with our caterers to provide vegetarian/vegan food options and to use recyclable/compostable cups, cutlery, etc, where possible
- We encourage all those attending our events to bring their own reusable water bottles and coffee cups. Water fountains are available close to all venues
- We limit our own use of hard copy materials, e.g. flyers, brochures, at events and ask that you do the same
- When thinking about promotional materials, ask yourself if you really need them and, if so, give out something that it is long lasting and made from sustainable materials, i.e. not plastic
- Trinity is located in the city centre with good public transport links so we encourage you to use these travel options when coming to an event on our campus

Thanks for helping us meet our sustainability goals and provide a better environment for future generations.

Parking

There is no visitor car parking available on the Trinity campus. If you need to drive to our event, you are directed to one of the public car parks in the vicinity:

- Fleet Street (just off Westmoreland Street)
- Setanta (just off Nassau Street)
- Brown Thomas

Smoking Prohibitions

Trinity is a tobacco free campus. Further information can be found at [here](#).



Trinity Careers Fairs – Specific Terms and Conditions

Registration

You can book to attend our Trinity Careers Fairs via your MyCareer account. Such a booking can only be made by you as an Employer or an authorised booking agent. It is your responsibility to ensure that the correct contact details are provided at the time of booking. If these details change, it is your responsibility to inform us.

You are responsible for completing and submitting your booking form on MyCareer within our deadlines and ensuring that payment is made within the required timeframe. We reserve the right to cancel a booking and withdraw any Employer from our Fair without liability if that Employer fails to comply with instructions given by us.

We will try to facilitate changes to your event booking provided that these changes comply with regulations and provided the changes do not breach any other regulations, e.g., cancellation policy, contained within this document.

Places at our Trinity Careers Fairs are limited and, as we seek to offer our students the most appropriate range of organisations at each Fair, we reserve the right to decline a booking request.

Advertisement

We will advertise details of all Trinity Careers Fairs, including employers attending, via our communications channels including posters, e-mail, website and social media.

Cancellation

We reserve the right to change venue, date or times of a Trinity Careers Fair at our discretion. Any such change will be communicated to relevant Employers in writing at the earliest opportunity.

Should you wish to cancel your stand at a Trinity Careers Fair, written notice is required at least 7 days in advance of the Fair.

Cancellation notices must be sent to employer.careers@tcd.ie. Trinity Careers Service will confirm the cancellation once received.

An Employer who cancels a Career Fair booking with us will be liable for the following charges:

- More than 28 days prior to the fair no charge
- 14-28 days prior to the event: 25% of the cost of the fair
- 7-14 days prior to the event: 50% of the cost of the fair
- Within 7 days prior to the event: liable for the full Fair fee.

In the event of a no-show on the day of the Fair, the Employer will not be entitled to a refund and is obliged to pay the full cost.