



Trinity Careers Service

Terms and Conditions for Careers Fairs and Employer Events

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General

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.

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 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

On-campus workshops, skills sessions, presentations, information stands

Information stands may be booked through your MyCareer account using the 'Events' tab on your dashboard. (Note: NOT available in 2020)

Booking requests for all other online events, should be booked using the online form at:
<https://www.tcd.ie/Careers/employers/advertise/draft-webform.php>

Trinity Careers Fairs can be booked on your MyCareer account.

What you can expect from us

Trinity Careers Service retains organisational responsibility for all careers events offered exclusively to Trinity students. Events for the 2020/21 academic year will be held online. We will assist in promoting your campus event to students through MyCareer and through our social media channels. Targeted email promotion may also be arranged (fee-based service).

The Partnership Development Officer at employer.careers@tcd.ie can provide further information on pricing and organisational details for Careers events.

A Trinity Careers Service representative will manage your online event and provide tech support. We often ask employers if we can record events hosted online, so that we may make the event available to Trinity students who may not have been 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.

What we can expect from you

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

Events organised are for Trinity students. Students not enrolled for study at Trinity are not permitted to attend online events or events on campus unless agreed in advance. Employers or third-party organisations are not permitted to advertise events on campus in a way that suggests that the events are open to members of the public or to students of other institutions.

Trinity Careers Service has a duty of care towards students and welcomes students to participate in its events without obligation. We do not charge students a fee to participate in events and neither are employers/third parties permitted to charge students for participation in events on campus.

Cancellation

The Careers Service reserves the right to change venue, date or times of an employer-led careers event at its discretion. Any change will be communicated to Employers in writing at the earliest opportunity.

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

An Employer who cancels a booking 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.

Careers Fairs

Registration

Employer bookings to attend our Careers Fairs and events are made online using the booking form on MyCareer and can only be made by the Employer or an authorised booking agent. It is the responsibility of the Employer to ensure that the correct contact details are supplied to the Careers Service. If these details change, it is the responsibility of the Employer to inform the Careers Service.

The Employer or booking agent is responsible for ensuring the booking form is fully completed and submitted within the timeframe stated by the Careers Service, and that payment is made within the required timeframe. The Careers Service reserves the right to cancel a booking and withdraw any Employer from the event without liability if the Employer fails to comply with instructions given by the Careers Service.

The Careers Service will try to facilitate any amendment to the booking by the Employer, 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 Careers Fairs and events are limited and, as we seek to offer our students the most appropriate range of organisations for each event, we reserve the right to decline a booking request.

Advertisement

The Careers Service will advertise all Careers Fairs and events via several communications channels including posters, publications, e-mail, website and social media. The Trinity social media policy may be viewed at <https://www.tcd.ie/about/policies/social-networking-social-media.php>.

Cancellation

The Careers Service reserves the right to change venue, date or times of a Careers Fair or event at its discretion. Any change will be communicated to Employers in writing at the earliest opportunity.

Should an Employer wish to cancel their stand at a Careers Fair or event, written notice is required at least 28 days in advance of the event in order to receive a full refund. Cancellation notices should be sent to employer.careers@tcd.ie.

An Employer who cancels a Career Fair booking;

- Over 14 days prior to the event: will receive a 75% refund
- Over 7 days prior to the event: will receive a 50% refund

In the event of a no-show, any Employer who has booked and paid for a stand at a Careers Fair or event is not entitled to any refund.

Payment Policy

New Employers

New Employers must complete the **New Customer Credit Account Application Form** ([xls](#) or [pdf](#)) in advance of attendance at a Careers Fair or event in order to register on Trinity's financial system. This is a requirement of our Financial Services Division. The completed form (signed and dated) should be returned to Nora Moore in the 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

Payment

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

Smoking Prohibitions

Section 47(1) of the Public Health (Tobacco) Acts 2002 and 2004 prohibits the smoking of a tobacco product in any area of the venue. Trinity is a 'no smoking' campus. We would ask you to refrain from smoking during online events. You can read more about Tobacco Free Trinity at <https://www.tcd.ie/collegehealth/promotion/smoking/Tobacco%20Policy.php>.