



UNIVERSITY OF  
LEICESTER

# Employer Booking Information

2024-2025 Recruitment Fairs and  
Employer Activities

**CAREERS AND  
EMPLOYABILITY  
SERVICE**



**SHAPE  
YOUR  
WORLD**

# The University of Leicester

At the University of Leicester we're fortunate to benefit from a vibrant mix of students from a diverse range of social and cultural backgrounds. Engaging through our various activities gives you a great platform to meet students face-to-face or virtually, raise awareness of your organisation and the roles you are looking to fill. Whether it's first years or penultimate year students, finalists, or recent graduates you want to reach, the group(s) you target will be there to meet you.

Our total student population is approximately 22,600 (14,000 undergraduates) and with many students from a range of different backgrounds:

- 66% identify as Black, Asian and Minority Ethnic
- 18% of UG students have a country of domicile outside the UK
- 11% of students have declared a disability
- 71% of students are under the age of 21

## AUTUMN 2024 HIGHLIGHTS

# 2991

Student attendees across  
our Autumn Recruitment Fairs

# 80

Employer exhibitors across  
5 Recruitment Fairs

# 5

Recruitment Fairs delivered including our  
sector themed fairs!

*"When we engage with University of Leicester students, we find them to be professional and proactive in finding out more about our opportunities at Leicestershire Police and the variety of career paths on offer for graduates.*

*This has meant we have continued to work and Partner with the University and their students."*

**Leicestershire Police**



# RECRUITMENT FAIRS

The Recruitment Fairs run across our Autumn Term with both general and sector specific fairs scheduled.

Our Recruitment Fairs are a great opportunity for you to engage and connect with our students and graduates at the University of Leicester. We welcome employers with live student and graduate opportunities to join us for these events. We welcome employers from all sectors and industries as well as employers who are located local the University of Leicester within Leicester, Leicestershire and Rutland. The University has an ongoing commitment to supporting our local area with retaining graduate talent in our region.

## 2024 - 2025 DATES

Fair	Date	Description	How to book
<b>Graduate and Placement Recruitment Fair Autumn 2024</b>	9th & 10th October 2024	This fair is open to all sectors and industries and are particularly welcoming employers who are targeting all degree disciplines.	Event has passed
<b>STEM and Life Science Recruitment Fair 2024</b>	17th October 2024	This fair is aimed at those employers who are recruiting to STEM and Life Science related roles and are specifically looking to target students from those degree disciplines.	Event has passed
<b>Law and Legal Recruitment Fair 2024</b>	6th and 7th November 2024	This fair is aimed at Law employers and those who fall within the legal and law enforcement fields and are primarily targeting students from those degree disciplines.	Event has passed
<b>Graduate and Placements Fair Spring 2025</b>	5 <sup>th</sup> March 2025	This fair is open to all sectors and industries and we are particularly welcoming employers who are targeting all degree disciplines.	<a href="#">Complete the Registration Form here</a>

\*Specific times or dates are subject to change

## WHAT OUR PACKAGE INCLUDES

There is a fee associated with exhibiting at our Recruitment Fairs - please see the booking costs based on organisation size and location. We are offering an early bird discount for the first 25 organisations to register which will be 10% off the full booking price.

Organisation Type	Cost per day
Employers with over 250 employees	£300 +VAT
SME with 0-250 employees / Not-for-profit employers (e.g government, public sector)	£150 + VAT
Registered Charities	£100 + VAT

### Included in cost:

- A stand space of approx. 3x2m with a table and 2 chairs
- Advertising via dedicated website to all students and event programme
- Wifi Access
- Complimentary refreshments for up 2 delegates. Additional delegates will incur a £20 charge per person.
- Vacancy advertising via our student and graduate careers portal
- Logo in the festival programme and digital resources\*

*We are unfortunately able to provide power supply to stands due to the location. Please contact us in advance to discuss any requirements for your exhibition stand.*

*\*Logo must be supplied in advance and in a vector format in order to be used in our printed and digital materials. If not provided, it will not be featured in the programme.*

## HOW TO BOOK

Our Autumn Recruitment Fairs are now live and we are taking bookings to attend. Please note that by completing our online registration form, this is not acceptance that you have been allocated a space. We will be in touch to confirm if you have been allocated a space as well as further details.

[CLICK HERE TO BOOK](#)

## BOOKING & CANCELLATION POLICY

The online submission form is an expression of interest/registration to attend the Recruitment Fair and doesn't confirm employers have an allocated space at the fair. Once you have received confirmation from us via email that you have been allocated a space at the fair you will need to let us know as soon as possible if you are unable to accept the place offered and wish to withdraw your attendance. Any organisation that fails to notify us of withdrawal from attending the fair and does not attend, or notifies us of non-attendance with less than 10 working day's notice will still be liable for the booking cost agreed on the expression of interest form.

If you will not have any live opportunities, but still want to engage with our students, please do get in touch to discuss other potential sessions and workshops to be involved in.

## PAYMENT & INVOICING

Please note if payment is outstanding prior to the Event, the Organiser reserves the right to refuse access.

By accepting our booking request you are accepting our terms and conditions – including committing to paying the invoice amount in full (unless you give us 10 working days' notice of withdrawing your request)

## TERMS AND CONDITIONS

Please ensure you have reviewed our terms and conditions document sent alongside this brochure.

## SPONSORSHIP & PROMOTION

The University of Leicester offers additional opportunities for employers that are looking to increase their profile and raise awareness of their brand and opportunities. Through being a day sponsor of a fair or having a space in the event programme, you can further the exposure you have to our students.

## SINGLE DAY RECRUITMENT FAIR SPONSORSHIP PACKAGE

The Single Day Recruitment Fair Sponsorship Package includes:

- Cost of the Recruitment Fair on the selected day and first choice on stand position including an enhanced floor space at the recruitment fair.
- Double page advert in event programme\* located next to the Recruitment Fair list of employers
- Provide promotional text and branding for the Recruitment Fair
- Presence on social media platforms of Careers & employability when promoting the Fair
- Featured logo alongside the University of Leicester on branded promotion for digital and printed materials.
- First choice of attending any of our additional employer activities such as Inspirational Career talks, Sector spotlights and Employability spotlights.

*\*We are committed to supporting the University of Leicester's sustainability agenda, and as such, our event programme may be in a digital format alongside a smaller number of printed materials.*

Fair	Date	Cost for single day sponsorship	Cost for sponsorship on both days
Graduate and Placement Recruitment Fair Autumn 2024	9th & 10th October 2024	£2,500	£3,500
STEM and Life Science Recruitment Fair 2024	17th October 2024	£2,500	-
Law and Legal Recruitment Fair 2024	6th and 7th November 2024	£2,500	£3,500
Graduate and Placements Recruitment Fair Spring 2025	5 <sup>th</sup> March 2025	£2,500	-

## PROGRAMME ADVERTISEMENT

Our Event Programmes are usually in both printed and digital formats and contains all activities scheduled for the week-long event to students. The programme is full colour and will be used to promote the event to all students.\*

Advertising opportunities will vary and are subject to availability. 15<sup>th</sup> August 2024 is the last day advertising opportunities can be booked. A subsequent artwork deadline must be met to be included in the programme, however you may still be charged if you have booked advertising in the programme but miss the artwork deadline.

ADVERTISING SIZE	COST
Full page advert	£250
Half Page advert	£125

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## EMPLOYER LED ACTIVITIES 2024-25

### WORKSHOPS

The purpose of the Employer-led workshops is to provide students with an insight into different sectors and steps in the application process. We welcome employers to host a sessions throughout our Autumn Term including application and selection workshops to support our students with making successful applications whilst raising awareness of your brand amongst our students and supporting application numbers to your vacancies. Workshops can take place both on-campus or virtually, but get in touch with us to find out more:

[employer.services@leicester.ac.uk](mailto:employer.services@leicester.ac.uk)

### INSPIRATIONAL CAREERS TALKS

At the University of Leicester, we are running a series of Inspirational Panel talks for students of all year groups. We are keen to engage with employers, alumni and professional to get involved in these talks with our students. The aim of these sessions is to provide students insight into various industries, sectors and what a career might look like in that area of work. We hope these talks will raise the aspirations of our students and can be used to increase awareness of your organisation and opportunities.

To view our schedule of Inspirational Career Talks planned for 2024-25, please visit our webpages in the link below.

[CLICK TO VISIT OUR WEBPAGE](#)

### SECTOR SPOTLIGHT DATES

For 2024 – 2025, we are introducing our new 'Sector Spotlight' events. These will focus on industry areas of interest and aspiration to our students. These will be smaller, focussed events held in our Career Hub on main campus and will compromise of variety of activities such as Employer Panel Discussions, Networking and other similar activities. If

you are interested in taking part in any of these, please reach out to the team to discuss further – you can contact us at [employer.services@leicester.ac.uk](mailto:employer.services@leicester.ac.uk)

Sector / Industry	Date	Location
Life Sciences and Pharmaceutical	Spring 2025 – Exact dates to be confirmed	Careers Hub
Teaching and Education	Tuesday 28 <sup>th</sup> January 2025 Wednesday 12 <sup>th</sup> March 2025	Careers Hub
Business, Finance and Consultancy	Exact date to be confirmed – March 2025	Brookfield Campus

## IN RESIDENCE SESSIONS

In Residence sessions are a great way to meet students who are interested in working for your company. They offer you the opportunity raise your profile, share expert advice and answer questions about your organisation and recruitment processes in a one-to-one format. They can also be used as an informal first-stage interview process.

The Employer in Residence sessions aim to:

- Provide students with expert advice from an employer, alumni or organisation they are interested in.
- Allows you to meet with students on a one-to-one basis
- Offer practical support such as advice on preparing for interviews and assessment centres
- Provide individual feedback to students on CVs, applications

Employers exhibiting at our Recruitment Fair, the In-Residence sessions are a great opportunity to follow-up with any interested students after the event has taken place. We can arrange a suitable location on campus for any further conversations to take place with keen and proactive students.

If you are interested in taking part in an In-Residence session, please speak to a member of the team and we can discuss the most appropriate format including timescales to make this beneficial for your organisation to help connect you to our student talent.

## FURTHER INFORMATION

The University of Leicester values our strong partnerships with diverse employers and remains committed to encouraging a free exchange of ideas on campus. We recognise our students right to express free speech and their right to protest in a peaceful manner. To ensure the safety of all stakeholders during events on campus, there are security processes and procedures in place.

## TAILORED TO MEET YOUR NEEDS

To assist you in achieving the best return on your investment we have a variety of ways you can join us for the event. We look forward to working with you to find a package that works for you and are happy to receive any questions or queries.

## CONTACT US

You can contact us by email at [employer.services@leicester.ac.uk](mailto:employer.services@leicester.ac.uk) or visit our [website](#) for further information.

### Employer Services Team

Careers & Employability, University of Leicester

