



NUS
National University
of Singapore

Centre for
Future-ready Graduates

Employer Registration Kit

NUS 20, 21, 22
FEBRUARY
CAREER
FEST 20
24

YOUR FUTURE CAREER

STARTS HERE

Venue: Stephen Riady Centre, University Town

Register Your Interest Now!



**Registration window:
28 November - 14 December 2023**

About NUS Career Fest 2024

Calling all employers, seize the opportunity to connect with undergraduate and postgraduate students across the University in-person at the largest NUS career fair! With a limited 330 booths available across 20, 21, and 22 February 2024, do not miss out on this chance to recruit and gain access to a diverse talent pool of students.

Date: 20, 21, 22 February 2024

Time: 10:30am to 4:30pm

Venue: Stephen Riady Centre, University Town,
National University of Singapore

Why Join Us?



NUS Career Fest 2024 will be happening in full physical format over three days! Engage with NUS talents who are excited to start their future careers with your organisation.

- » Meet thousands of enthusiastic undergraduate and postgraduate students across faculties. Interact with potential hires in University Town, a vibrant and bustling location in NUS with a diverse multitude of students.
- » Full event publicity campaign from digital and social media to on-ground publicity, supporting maximum student awareness and participation. Career Fest 2024 will be publicised to the entire NUS student body of 30,000+ undergraduates, 10,000+ postgraduates, young NUS alumni and mid-career job seekers.
- » Numerous fringe activities taking place throughout event spaces, maintaining excitement and student traffic throughout all event days.

How to Participate



Step 1

Register to participate in the NUS Career Fest 2024 [here](#) by Thursday, 14 December 2023.

Step 2

Receive email confirmation, comprising payment instructions, from NUS Career Fest 2024 Organising Committee latest by early January 2024.

Step 3

Payment must be received by Thursday, 18 January 2024, and participation is confirmed only after payment has been completed.

Step 4

Look out for further email updates from the NUS Career Fest 2024 Organising Committee.

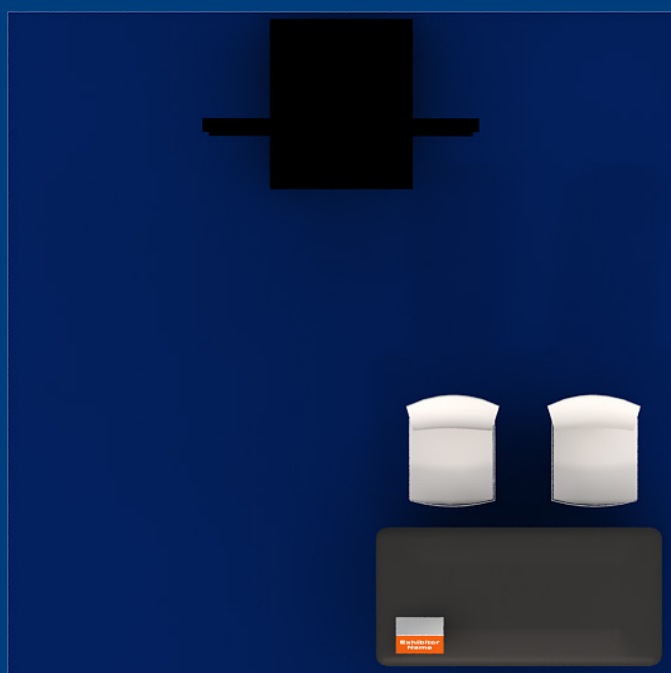
Note:

*For employers in the legal industry, please note that the target audience of this event are students from non-law background.

Booth Space



After confirmation and payment, you will be allocated a booth space on one (1) of the event days.



Price: \$1300 (Subject to 9% GST)

- One (1) 4 x 2 ft table
- One (1) 43-inch TV with HDMI cable
- One (1) tent card with QR code
- Two (2) chairs
- Two (2) single power sockets
- One (1) waste basket
- One (1) complimentary parking coupon per organisation
- Four (4) employer lanyard and ID cards
- Four (4) meal coupons

Note:

*Option to bring in One (1) pull-up banner size not more than 2m x 1m (height x width)

Terms and Conditions



Event & Registration

1. Upon receipt of the Participant's (also referred herein as "you" or "your") registration to participate in the NUS Career Fest 2024 and by you registering for the Event, you accept these terms and conditions ("Terms") and agree to abide by them.
2. The National University of Singapore (NUS) acting through its Centre for Future-ready Graduates (CFG) will notify you on the outcome of your registration latest by January 2024.
3. The CFG reserves the right to decline any registration submitted. Your participation in the NUS Career Fest 2024 is confirmed only upon acceptance of your registration and completion of payment.
4. The CFG reserves the right to
 - I. modify these Terms at any time by posting the changes on the Event website,
 - II. make changes to the Event details (i.e. Event Date/Time/Venue),
 - III. decline any registrations submitted at its discretion,
 - IV. restrict access to or remove any Participant's content or material if the content or material is found to be in violation of the Terms, or
 - V. disqualify or terminate any Participants who are found to have violated these Terms.

Employer Participants

5. The employer participation fee is SGD1,300. This fee is subject to 9% GST.
6. Payment of the participation fee must be received on or before 18 January 2024 via the registration link provided in your confirmation email. Participants can make payment via VISA, Mastercard, Amex, Alipay or PayNow. Upon receiving Participant's registration form and payment, CFG will send a confirmation of participation to confirmed participant in the NUS Career Fest 2024. Payment made is non-refundable.
7. CFG will collect data provided for billing and publicity purposes related to NUS Career Fest 2024.

Participant's Conduct

8. A maximum of four (4) company representatives per organisation are allowed at the Physical Fair at any given time.

Confidentiality

9. Participants ("Recipient") receiving confidential information (including personal data) shall not at any time disclose to any person confidential information of the disclosing Participant ("Discloser"), except as permitted by the Discloser. The Recipient shall only use the Discloser's confidential information for the sole purpose of participating or performing its obligations for the Event. The Recipient (in the case of an employer) may only disclose confidential information to its employees or officers who need to know such information, or if required by law, to a court of competent jurisdiction or any governmental or regulatory authority. Each party shall ensure that the persons to whom it discloses the Discloser's confidential information comply with the confidentiality obligations.
10. Participants agree to co-operate with any reasonable requests by CFG relating to any promotional and publicity activities in connection with the Event.

Terms and Conditions



Data Protection

11. Participants consent to the collection, use and disclosure of any information provided, including, without limitation, information that may be deemed personal data under the Personal Data Protection Act 2012. NUS may retain your personal data and information (including business information) for as long as it is necessary to full the purposes for which it was collected, or as required or permitted by applicable laws.
12. Personal data provided by the Participants may be used by NUS for the purposes of the Event and communicating with the Participants as well as for any future promotional, marketing and/or publicity purposes. By registering and participating in the Event, you are deemed to have given your consent to the processing of your personal data by NUS and/or its service providers in connection with the Event. You acknowledge and agree to NUS' Privacy Notice (<https://www.nus.edu.sg/ormc/personal-data-protection/nus-data-protection-policy>) and its legal information and notices (<https://nus.edu.sg/legal-information-notice>).
13. Participants acknowledge and agree that CFG may film, photograph and/or make any other forms of recording of the Participants in connection with the Event ("Recording"); and intellectual property rights, title and interest in the Recording shall vest in NUS.
14. Participants shall comply with applicable data protection laws including the Singapore Personal Data Protection Act 2012 with regard to all personal data that it receives by participating in the Event. Participants agree that when dealing with personal data received either directly or indirectly in connection with the Event, Participant shall:
 - I. only use personal data in accordance with the purposes for which the personal data was disclosed;
 - II. use best efforts to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access and against all other unlawful forms of processing;
 - III. give NUS notice in writing as soon as reasonably practicable should it be aware of, or reasonably suspect, that any of the events referred to in sub-clause (II) above has occurred and shall use best efforts and render its full co-operation to NUS in remedying the incident and preventing its re-occurrence;
 - IV. do not retain personal data for any long than is necessary for the purpose for which the personal data was disclosed;
 - V. limit disclosure of such personal data to persons on a need-to-know basis and only for the purposes of processing for which such personal data was disclosed; and
 - VI. not to disclose or transfer any personal data received to any third part (whether situated in Singapore or otherwise) without the express consent of that individual who may be identified by the personal data.

Intellectual Property

15. The copyright in the contents and materials made available by NUS are owned by NUS unless otherwise indicated as owned by third parties. NUS' logos, crests and name are trademarks or registered trademarks of NUS. NUS has policies governing the use of its name, including the names of its schools and programs, and trademarks and use, reproduction, copying or redistribution of the same without NUS' prior written permission is prohibited.
16. Participants represents and warrants that you own the content uploaded or posted by you and you have obtained the right to upload or post the same, and the posting of the content does not violate the intellectual property or other rights of any person. Third Party Data, Materials or Services.

Terms and Conditions



17. Any third-party data, materials or services (including payment systems, software, applications, URLs, links to third party websites) if any, hosted or made available by CFG are permitted or licensed by the respective third-party licensors or service providers. The third-party licensors or service providers retain all ownership and intellectual property rights in the third-party data, materials or services. Participants undertake to be responsible for complying with the separate third-party license or agreement terms and conditions (including any liability and indemnity requirements) specified or required by the respective third-party licensors or service providers that govern Participant's use of any third-party data, materials or services. Participants may locate such separate license or terms and conditions that apply to the use of third-party data, materials or services through readme or notice les of the third-party licensors through links provided (if any), or if not available, then directly through the respective third-party licensors' own websites. By accessing and using GEVME services (<https://www.gevme.com/en/>), Participants or attendees (as referenced in the GEVME terms of use) consent and agree to be bound by and become a party to the GEVME Client Terms of Use, at: <https://www.gevme.com/en/terms-of-use/>, that shall apply mutatis mutandis to the Participants/attendee in connection with the use of GEVME services. You undertake not to cause NUS to be in breach of any GEVME Client Terms of Use and any other GEVME terms and conditions that apply to the Participants/attendees.

Liability

18. To the extent permitted by law, NUS disclaims all warranties or conditions of any kind, whether express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement. NUS does not review any third-party websites and is not responsible for any content from any such websites. Participants accept that the third-party data and materials made available or otherwise drawn from third party websites may vary in standards and quality and the use of third-party data and materials is therefore entirely at your own risk and discretion, and subject to your own due diligence. NUS does not warrant that the Event or any data or materials made available to you will meet your requirements or that any system or platform or services will be available at all times uninterrupted, secure, accurate or error free. NUS does not control Internet transmission and provides no warranty over security of any information transmitted over the Internet. Any data transmitted by you through the Event participation is transmitted at your own risk.
17. To the extent permitted by law, NUS excludes all liability for any direct or indirect, consequential or incidental or special loss of any kind (including loss of profits or revenue, or loss of or damage to any data), whether arising from breach of contract, tort (including defamation, infringement of intellectual property rights) or otherwise arising out of the use of NUS Career Fest 2024, whether or not notified of such damages or loss arising. NUS shall not be liable for any loss, damage or penalty resulting from any failures in performance of any obligations under these terms and conditions as a result of events beyond the reasonable control of NUS. You undertake to indemnify and hold harmless NUS at all times against all actions, proceedings, costs, claims, demands, liabilities and expenses whatsoever (including legal and other fees and disbursements) sustained or incurred by NUS directly or indirectly in connection with, your participation in the Event (including any third-party data, materials or services therein), or any materials, derivative works produced by you, or any breach by you of these Terms. NUS accepts no liability for any claims, penalties, losses, or expenses arising from the use of, or reliance on any content; use of or inability to use the platform or site; or unauthorised access or alteration to the site. NUS will not be liable for any acts or omissions by you, including any damages of any kind incurred as a result of such acts or omissions.
20. These Terms are governed by and construed in accordance with the laws of Singapore and any legal action or proceeding shall be brought in a court of competent jurisdiction in Singapore.

Frequently Asked Questions



General:

1. When is the NUS Career Fest 2024 happening?

The event is happening on 20, 21 and 22 February 2024, from 10.30am to 4.30pm in a physical format.

2. At which part of University Town will the employer booths be located?

Employer booths will be located in the Stephen Riady Centre, a central location in University Town. The booths will be in air-conditioned spaces such as Sports Halls and other spaces.

3. Who is the target audience for NUS Career Fest 2024?

NUS Career Fest 2024 will be publicised to our 30,000+ undergraduates, 10,000+ postgraduates, young NUS alumni, and mid-career job seekers.

4. How many students are expected to attend NUS Career Fest 2024?

Upwards of 3,000 students from NUS are expected to attend.

5. The NUS Career Fest will take place over 3 days, does this mean I get to attend the event on all 3 days?

Each employer will only be participating for one (1) day and will be informed of the allocated day upon confirmation and payment.

Registration:

6. How do I register for the event?

Registration opens on Tuesday, 28 November 2023 and will close on 14 December 2023.

7. I did not receive my registration acknowledgement email, could you resend it to me?

Please contact the NUS Career Fest Committee at hire@nus.edu.sg for assistance.

8. What is next after I have registered?

You will be notified of the outcome of your registration and payment details via email by early January 2024 upon successful registration. Approved registration will receive a payment link to proceed with the payment. Payment of the participation fee must be received on or before 18 January 2024.

9. What are the payment methods available?

You can make payment via VISA, Mastercard, Amex, Alipay or PayNow.

10. I have not paid. How do I complete my payment?

Employer with approved registration will be sent payment details via email by early January 2024. The payment for the participation fee should be completed on or before January 18, 2024. Should you not receive the email containing payment details, please feel free to reach out to the NUS Career Fest Committee at hire@nus.edu.sg.

11. I did not receive the participation confirmation email, could you resend it to me?

Upon receiving your payment, we will send you a participation confirmation email. Please contact the NUS Career Fest Committee at hire@nus.edu.sg if you did not receive the email.

Frequently Asked Questions



Career Fair:

12. What do we need to bring for the NUS Career Fest 2024?

You may bring one (1) pull-up banner (not more than 1m width), brochures and a thumb drive (with visual collaterals and job listings) to display on the TV. If you wish to use a laptop to display your media, please bring along a HDMI cable to connect the laptop to the TV. We urge exhibitors to check and ensure that any thumb drives and laptops to be used are compatible with the TV provided (for instance, video files are in MP4 format and thumb drives not encrypted).

13. Can we build structures within our networking space?

No, you are not allowed to build any structures within the booth space.

14. Will there be storage provided?

Due to space constraints, participating organisations are strongly encouraged to store their items within their booth space.

15. What if we require extra furniture (TV, chairs etc.) and customization for our networking space?

Due to space constraints, we are not able to cater to additional requests for extra furniture or setup.

16. Can we distribute flyers and brochures to students?

Flyers and brochures are allowed within the allocated booth space. Delivering and receiving of promotional items and setup can only be done on the allocated fair days. The Organising Committee will not be responsible for receiving the promotional items on behalf of the employers. All leftover materials are to be removed by 4:30pm after the event.

17. Can we withdraw from the event?

Once payment has been completed, withdrawal from the event is not allowed and payment is non-refundable.

18. Is there a maximum number of representatives allowed at the event?

A maximum of four (4) representatives are allowed to be present at the booth space at all times.

19. Will lunch be provided?

Yes, four (4) meal coupons will be provided per organization.

20. Can we consume meals outside of the stipulated lunch time?

Bento lunch will only be served within the stipulated lunch time at designated lunch areas. You may visit other food outlets within University Town. Do ensure that there must be at least one (1) company representative always stationed in the networking space during the entire event.

21. Can we bring food from elsewhere for consumption in the event halls?

No food is allowed in the event halls.

22. Can we purchase additional parking coupons?

Due to limited parking lots available in University Town, we are unable to sell additional parking coupons. More information on parking directions will be provided at a later date.

23. Where can I find more details about event setup and logistics?

Employers who have successfully registered and confirmed by NUS Career Fest 2024 will receive an Exhibitor's Manual around 30 January 2024.

Frequently Asked Questions



Additional Information

24. How do I contact the organisers for this event if I have further queries?

For any enquiries on NUS Career Fest 2024, please email us at hire@nus.edu.sg and indicate "NUS Career Fest 2024" in the subject title.