CAREER AND PLACEMENT SERVICES
Student Affairs
Fall Special Employment Days
Monday, September 5 - Friday, October 7, 2016

Regulations and Procedure

Dear AUB Fall Special Employment Days Participants,

I would like to express my gratitude for your participation in the AUB Fall Special Employment Days (FSED2016) which will be held from Monday, September 5 - Friday, October 7, 2016 at the West Hall, AUB upper-Campus.

Kindly take a few minutes to read the following Fall Special Employment Days policy, rules and regulations:

1. All participating firms are welcomed to recruit current students and AUB graduates to work ONLY in their respective company or institution.

2. The collected resumes for other than recruiting purposes is prohibited and will be used ONLY to place potential candidates by the attending firm.

3. All Fall Special Employment Days 2016 participants may promote their products and/or services; however, selling is prohibited.

4. Firms wishing to conduct career activities during the Fall Special Employment Days 2016 on site should inform AUB Career and Placement Services (CPS), Student Affairs, before Friday, August 19, 2016 in order to obtain the approval of the higher administration.

5. Posters and/or flyers can ONLY be placed across campus if received, a month prior to your event provided the AUB logo appears on the top left side. For further information about the AUB logo usage guidelines, kindly visit the below hyperlink: http://www.aub.edu.lb/communications/logo/new-logo/Pages/guidelines.aspx

6. All participating firms are expected to provide the CPS with a statistical report of all recruited AUB graduates through the Fall Special Employment Days event before the end of the current year.

7. All firms are required to fill the online access form for their representatives in order to be granted access to the AUB Campus since the Protection Office will be provided by CPS with a list of participating firm representatives.
8. Since the Main Gate and the Periphery Bliss Gate, facing Hardees Restaurant, are closer to the West Hall, I strongly recommend all participants to access Campus via the aforementioned gates.

9. All valuable equipment and personal belongings should not be left unattended since the Career and Placement Services is not held responsible.

10. If you are interested to serve refreshments, hot beverages and pastry for career activity attendees, please inform me ahead of time in order to coordinate it with the caterer.

11. All extra utilities needed during your event which are not included in this letter should be supplied by your firm. If you are interested to rent any electrical equipment, you may contact directly Mr. Patrick Karam who owns a private firm, at 961-3-315036/961-1-203559 or pkaram@genimex.com, however, AUB is not held responsible.

12. Fall Special Employment Days participants interested in wireless connection should arrange the service either by purchasing a “mobi” device or by any other means since the AUB server may not be able to accommodate such a large number of participants.

13. Please utilize for your electrical equipment, European plugs with 220V.

14. Parking is not available within AUB Campus, however, you may park your car in any of the nearby parking lots.

15. Smoking is prohibited inside the buildings at AUB Campus.

16. Following are the specification of your own pull-up portable banner:
   a. 1 table
   b. 2 chairs
   c. Table cover

17. Following are the available equipment during your recruitment presentation:
   a. Microphone
   b. LCD projector

18. Fall Special Employment Days Participants who are interested to organize competitions for the attendees related to information pertaining to your firm in light of which awards will be distributed to the winners, may discuss this issue with me a month prior to your event in order to agree on the process of advertising and executing it.

19. The American University of Beirut will fully refund your Fall Special Employment Days participation fee, ONLY if the AUB Administration cancels the Fall Special Employment Days 2016 event; otherwise, your participation fee is non-refundable. If a firm would like to withdraw from any previously paid Job Fair or Fall Special Employment Event(s), kindly take note that all payments settled to the Career & Placement Services, Student Affairs, are non-refundable, regardless of circumstance.

20. The AUB-CPS is exonerated of all liability for the partial or full non-execution of the present Agreement as the result of a fortuitous event, an act by a third party or a case of Force Majeure such as total or partial strike, war, closure, flood, fire or any other disaster.
On behalf of the American University of Beirut, I would like to express my gratitude for your interest in recruiting our AUB graduates and look forward to seeing you on Campus. For further information, please do not hesitate to contact me to the following address.
Thank you in anticipation.
Best Regards,
Dr. Maryam Ghandour

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