



Teacher Recruitment Fair – Saturday 10th March 2018
HDC, Robertson House, Six Hills Way, Stevenage, SG1 2FQ
Attendees - Frequently Asked Questions

Questions	Answers
Is parking available?	Yes - there is plenty of free on-site parking. If you park underground, there is an outside staircase at the end where you entered which takes you up to the entrance. Head to the Robertson House entrance on the upper ground level where there will be flags outside the door.
Is there a shuttle bus running to and from the station?	Yes - a shuttle bus service will be provided from 9:45am to 2:15pm to take delegates back and forth from the station. This will be a white Mercedes minibus and they will be carrying a Teach in Herts sign in the bus. Please wait in the taxi / drop off pick up area at the station.
What time does the event start?	The recruitment fair is open between 10.00am and will close promptly at 2.00pm .
Do I need to arrive at 10am?	No - you can arrive at any time but we recommend that you arrive no later than 12:00 noon as you will need a minimum of 2 hours to make your visit worthwhile.
How long do I need to stay at the event?	Stay as long as you want to! This will depend on how long you spend talking to schools at their exhibition stands and how many workshops and advice sessions you attend.
What is the format of the event?	The recruitment fair is an informal event. You can wander around at your leisure, speak with the exhibiting schools about their current and future teaching vacancies, attend a range of free workshops and talk directly to experts about developing your teaching career.
What workshops can I attend?	You can attend any of the free workshops and advice sessions. You should plan for a maximum of 2-3 sessions which are relevant to you and still allow you plenty of time to speak to schools. We have attached the programme with workshop timings.
What are the timings of the workshops?	30-40 minute workshops will be running throughout the day and we recommend you attend a maximum of 2-3. Start times of workshops will be staggered to allow you plenty of time to visit the school exhibition stands and to find out about jobs and work experience. NB: Some workshops run only once so please check the times and make your plan for the day.
Will there be presentations / speeches?	Many of the workshops will start with a presentation and will provide an opportunity to ask questions at the end. There will be no formal speeches.
Will I be able to ask someone advice about teaching and the options available to me?	Yes. In addition to the workshops, advice surgeries will be running throughout the day. These will be run by teaching experts who will be happy to answer any questions that you have. NB: It is suggested that you attend the relevant workshops first as these will answer many queries that you have.
Do I need to bring anything with me?	No – you do not need to bring anything with you on the day although as it is busy it can be helpful to have your contact details and key areas of interest printed to give to schools. You may wish to make notes in the workshops.

Is there a dress code?	No - this is an informal event with no dress code.
Will there be refreshments available?	Yes - free tea and coffee will be available in the Hub restaurant for all attendees throughout the day. In addition, a coffee bar will be open for you to purchase drinks, sandwiches and snacks between 11.30am and 1.30pm.
Can I bring my child/children with me?	The recruitment fair has been developed to support you with starting or furthering your teaching career. You are welcome to bring your child /children but they must be accompanied by an adult at all times however and must not be left unsupervised whilst in the centre.
When does the delegate booking close?	We will close the booking for delegates by 9am on Friday 9th March 2018 . This allows us to prepare the Fast Track reception service on arrival. **Delegates who have not pre-registered can still register on the day with Teach in Herts staff on arrival at the event so please encourage others who are interested to attend. We recommend you arrive for the recruitment fair by 12:00 noon at the latest.
Is my booking confirmed?	Yes definitely! We are using your registration details from the Survey Monkey you completed to keep in contact with you.
Anything else?	We are looking forward to meeting you!