Ensuring your Career Evening/Expo runs smoothly

Before the Career Evening/Expo

☐ Check the ‘Combined Calendar of Events’ on the SATAC website to see if the universities are available on your preferred day.

☐ Return your Booking Form to SATAC (details on the Form).

☐ Check the availability of a data projector and laptop/PC for the activity if you are including Institution Specific Presentations.

☐ Promote the activity in the school newsletter to maximise attendance.

☐ Invite all students in appropriate year groups, not only those on “uni pathways”.

On the day

☐ Ensure that there are tables and adequate space for each of the universities to display their brochures, usually 1 table each.

☐ Organise students to help carry resources for the visiting universities if there is a large distance and/or stairs to negotiate.

☐ Set up and test the data projector and laptop if this is required.

☐ Organise sufficient staff supervision for the students.

After the Career Evening/Expo

☐ Provide feedback to the institutions involved if there is any way you think their involvement could be improved in future years.
Ensuring your Tertiary Education Panel Presentation (TEPP) runs smoothly

**Before the TEPP**
- Ensure that there are no “clashing” events within your school.
- Check the ‘Combined Calendar of Events on the SATAC website to see if the universities are available on your preferred day.
- Return your Booking Form to SATAC (details on the Form).
- Check the availability of a data projector and laptop/PC for the day.
- Submit any additional questions you may want answered. This can be done via the Booking Form.
- Promote the TEPP in the school newsletter to maximise attendance.
- Invite all students in appropriate year groups not only those on “uni pathways”.

**On the day**
- Ensure that there are tables and adequate space for each of the universities to display their brochures, usually 1 table each.
- Notify the support/front office staff of the impending visit.
- Organise students to help carry resources for the visiting universities if there is a large distance and/or stairs to negotiate.
- Set up and test the data projector and laptop.
- Organise sufficient staff supervision for the students.

**After the TEPP**
- Ensure evaluation forms have been filled out and returned to assist in improving the value of the visit to students.