

## **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 and TAFE 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/TAFE pathways"

### **On the day**

- Ensure that there are tables and adequate space for each of the institutions to display their brochures, usually 1 table each
- Organise students to help carry resources for the visiting institutions 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 and TAFE 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/TAFE pathways"

### **On the day**

- Ensure that there are tables and adequate space for each of the institutions 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 institutions 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