WELCOME

On behalf of SFU Career and Volunteer Services, welcome to the Teaching Opportunities Fair 2022!

Please read through this package and forward it to your colleagues who will be attending this event to ensure a smooth arrival on campus. We truly appreciate you choosing SFU as your recruitment partner and we wish you much success at this event.

We respectfully acknowledge that Simon Fraser University is on unceded Coast Salish Territory – the traditional territories of the Musqueam, Squamish, Tsleil-Waututh, Kwikwetlem and Katzie Nations.

CONTACT US

Phone
778.782.3106

Email
cvsocr@sfu.ca | csasst1@sfu.ca

Website
https://www.sfu.ca/hire/career
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Special Thanks to Our Event Sponsor:
MEET THE SFU CAMPUS RECRUITMENT TEAM

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BHUBAN KARIM
Employer Relations & Events Coordinator
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EVENT DETAILS

Please report to exhibitor check-in table upon arrival to receive your booth number and welcome letter.

IMPORTANT
Our office phone (778.782.3106) will be staffed starting at 9 AM to handle any inquiries. Please give us a call if you need any assistance with directions & way finding.

<table>
<thead>
<tr>
<th>DATE</th>
<th>Friday, September 16, 2022</th>
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<tbody>
<tr>
<td>TIME</td>
<td>12:30 - 2:30 PM PDT</td>
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<tr>
<td></td>
<td>Setup &amp; Refreshment at 11:00 AM</td>
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<tr>
<td>LOCATION</td>
<td>SFU Burnaby Campus - AQ North Concourse Level 3 (8888 University Drive, Burnaby, BC)</td>
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<tr>
<td>CHECK-IN</td>
<td>AQ North Concourse - By entrance to Education Building across from Renaissance Cafe</td>
</tr>
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DAY0-OF SCHEDULE

We encourage you to plan extra time for parking and way finding if you have not been to our campus lately as you might run into construction and traffic.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>11:00 AM</td>
<td>Exhibitor check-in and set-up</td>
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<tr>
<td>11:30 AM</td>
<td>Refreshments &amp; light lunch for exhibitors</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>Fair officially opens - Student teachers will be arriving in two groups at 12:30PM &amp; 1:30PM</td>
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<tr>
<td>2:30 PM</td>
<td>End of fair</td>
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BOOTH INFO

All exhibition package includes:
- 6 foot skirted table with 2 chairs
- Complimentary refreshments
- Wireless internet
- 1 free 30-day self-serve posting/promo on SFU job board
  Redeemable until end of the year

*Power outlet is NOT available. Please ensure your devices are fully charged before coming to campus.

ACCOMODATION

Looking for a place to stay? Consider staying on Burnaby Campus at our Simon Hotel:

To check availability and make a reservation:

http://www.sfu.ca/stayhere

*Rooms starting at $121/night
DIRECTIONS TO CAMPUS

GETTING TO SFU BURNABY BY CAR

From the East:
Trans-Canada Highway (Highway 1 going west) - take the Gaglardi Way exit 37. Lougheed Highway (Highway 7) going west turn right (north) onto Gaglardi Way.

From the West:
Trans-Canada Highway (Highway 1) going east - take the Gaglardi Way exit 37. Lougheed Highway (Highway 7) going east - turn left (north) at Gaglardi Way. Hastings Street (Highway 7A) going east - take the right lane exit at the traffic light at Barnet Highway (just past a pedestrian overpass). Continue onto Burnaby Mountain Parkway.

From the South:
Trans-Canada Highway (Highway 1) going north west - take the Gaglardi Way exit 37.

From the Vancouver Airport:
Take Marine Way (east). Turn left (north) onto Boundary Rd. Turn right (east) onto Lougheed Highway. Turn left (north) onto Gaglardi Way.

GETTING TO SFU BURNABY BY PUBLIC TRANSIT

SFU is served by the following bus lines. Please refer to BC Translink website for routes and schedules.

#R5 SFU-Hastings (to Burrard Station)
#143 SFU-Burquitlam Station
#144 SFU-Metrotown Station
#145 SFU-Production Way Station

Note: Take bus to EXCHANGE BAY 1 BUS LOOP BY CORNERSTONE (this is the last stop). The fair venue is accessible via the Blusson Hall Building.

GETTING TO SFU BURNABY BY TAXI

Within Vancouver/Richmond:
Yellow Cab: www.yellowcabonline.com
604-681-1111

Within Burnaby:
Bonny's Taxi: www.bonnystaxi.com
604-435-6655
LOADING ZONE

The designated loading zone is located by AQ Northeast corner (accessible via the North Parking). You may temporarily stop your vehicle at this area to unload. Dollies will be provided for you to use near the building entrance. Please bring your materials to us at the exhibitor check-in station before returning to your vehicle for proper parking.

PARKING

Visitors' parking is available across campus. Parking is not included in your exhibition package. You may pay for your parking at one of the on-site pay stations or online via Honk.

Recommended Parkade: North Parking ($5.25 per hour)
Overflow Parkade: West Parkade ($3.50 per hour)

For more information on parking, please visit the SFU Parking website.
**FOOD ON CAMPUS**

We will be offering light lunch, coffee and tea to all exhibitors from 11:AM-12:30PM. If you would like to purchase additional food, below are some food options close to the fair venue:

**MACKENZIE CAFE**  
AQ East Concourse
Serves special breakfasts meat and vegetarian entrees, burgers, assorted pastries, sandwiches, salads, sushi, and much more.

**RENAISSANCE COFFEE**  
AQ North Concourse
SFU renowned coffee shop; serves breakfast, pastries, butter chicken, wraps, and sandwiches.

Looking for more options including our brand new Dining Commons featuring all-you-care-to-eat meals? Check out our website at [https://www.sfu.ca/food/wheretoeat](https://www.sfu.ca/food/wheretoeat)
WALKING DIRECTIONS FROM WEST PARKADE

If you are parked at the overflow parkade (West Parkade), the directions below will help you get to the fair venue in AQ.

- Take elevator or stairs to 3rd floor of West Mall Centre (WMC)

- Travel East out of the building, towards the Library: go through sliding glass doors to the outdoor walk-way that will lead you through Convocation Mall, past the Library

- Follow outdoor, covered walkway to the end

- Go through another set of sliding glass doors to enter the AQ building, then turn LEFT

- For stairs: continue past the food vendors. There will be stairs in front of you, slightly to the left. Take the stairs to the top. For elevator: continue past the food vendors into the wide corridor. TURN RIGHT and go past the study areas. Elevator is at the very end on the right. Take elevator to 3rd floor (up 1 level), exit and turn right to enter the venue.

- Head East down to the end of the hallway

- Exhibitor Check-in table is located next to Renaissance Café. Please pick up your Welcome Letter and booth number.
**WIFI INSTRUCTIONS**

SFU offers free public Wi-Fi connection to short term guests to the university.

**Create A Guest Account**

1. Navigate to Wi-Fi setting on your device
2. Select "SFU-GUEST" as the network
3. Read the service details and usage policy description and click "Agree and Continue" at the bottom of the page
4. Click "Create a Temporary Account" at the bottom and enter your information.
5. Click "Create Account"
6. Check message on your mobile phone for the access passcode
7. Log in using your email address and passcode

You may use the same guest account on multiple devices. The guest account will remain active for 24 hours upon creation.

**TIPS ON HOW TO ATTRACT & ENGAGE STUDENTS**

- Incorporate visible branding - large banners or pop-ups, tablecloth with logo, branded clothing for representatives
- Swags always work, especially cool ones!
- Be approachable - standing in front of your booth with welcoming body language (keep your phone away). Make eye contact and approach students to initiate conversation
- Be mindful of students who are waiting in line. Make yourself available to connect with students beyond the fair!

**SUSTAINABILITY TIPS**

- Bring your own re-usable water bottles and coffee mugs
- Minimize print materials/brochures
FREE JOB POSTING

UNIVERSITY-WIDE JOB BOARD

Your exhibition package includes one free SELF SERVE 30-day posting (value of $50) on our university-wide job board, myExperience.

- You may redeem this free posting/promotion anytime on or before December 31, 2022
- Our one-stop posting/promotion site is accessible by all SFU students and alumni
  - Create a new account or log onto myExperience employer log-in page at http://myexperience.sfu.ca
  - Use the promo code: TOF2022-12
- Select "invoice" as payment option. This will allow you to bypass the online payment steps and we will NOT be issuing an invoice to you.
- Volunteer postings are free at all times; therefore no promo code is required.

EDUCATION JOB BOARD

Another great place to promote your opportunity is the Education Job Board managed by SFU Faculty of Education. Posting is always free and you can submit your posting online.

RECRUITMENT AT SFU

Recruitment Services
Info session, info table, job postings & more...
http://www.sfu.ca/hire

Employer Mailing List
Be the first to know about our events...
https://www.sfu.ca/hire/career/contact-us.html

Recruitment Fairs
Check out other SFU fairs
https://www.sfu.ca/hire/career/fairs.html