

Search Associates – International Recruiting Fair

10-13 January 2009

BANGKOK, Thailand

Candidate Information

To Candidates: Attendance at this fair is by invitation only. “Checking” interest in the Bangkok-January Fair on the Search Associate online application does NOT constitute an invitation. Please see information below for invitation details.

Venue: The Royal Orchid Sheraton Hotel & Towers
2 Charoen Krung Road So 30 (Captain Bush Lane)
Siphya, Bangrak, Bangkok 10500
Tel (from overseas): +66 2 266 0123
Fax (from overseas): +66 2 236 8320
Website: www.sheraton.com/bangkok

Organizers: Michael Williams and Harry Deelman
search@mdwilliams.net

Invitation for a Candidate place at the Bangkok January 2009 Recruitment Fair

- NOTE:** Your place at the Fair is only definite when you have received confirmation from your Search Associate sponsor. Before an invitation to the Bangkok - January Fair 2009 is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair. All candidates also need to have requested a minimum of four (4) confidential evaluations, completed online with signed printouts sent directly to the senior associate with whom the candidate has registered. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of children you have taught. These confidential evaluations need to be received before 1 December 2008. Please be considerate and approach your referees in good time.
- Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, Jere Packard, John Ritter, Ray Sparks, Michael Williams) need to ask their associate sponsor to send them an invitation to attend the Bangkok – January 2009 Fair.

Fair Schedule:

Date	Time	Activity	Comment
10 January 2009 Saturday	1:00 p.m. – 4:00 p.m.	Candidate registration	Register, receive packets (important to have time to review information before your assigned candidate meeting)
	3:30 p.m. – 4:20 p.m.	Candidate meeting (A -L)	Overview of Fair procedures and protocol
	4:30 p.m. – 5:20 p.m.	Candidate meeting (M-Z)	Overview of Fair procedures and protocol
11 January 2009 Sunday	9:00 a.m. – 11:00 a.m.	Interview sign-up session	Meet with recruiters to arrange interview times Important: Do not be late
	12:00 noon – 6:00 p.m.	Interviews	Fixed interviews as arranged during interview sign-up session (in hotel rooms or common areas)
	12:00 noon – 7:30 p.m.	Presentations	30 minutes presentations by attending schools
	7:45 p.m. – 9:30 p.m.	Reception / social	For all candidates and recruiters (cash bar)
12 January 2009 Monday	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged by recruiters (in hotel rooms or common areas)
	8:30 a.m. – 6:30 p.m.	Presentations	30 minutes presentations by attending schools
13 January 2009 Tuesday	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged by recruiters

Departure best planned: NOT before Tuesday, 13 January 2009, evening

Notes:

- * Essential attendance from afternoon on Saturday, 10 January to late afternoon on Tuesday, 13 January 2009 (**Please note: attendance is by invitation only**).
- * Registration for Candidates begins on 10 January at 1:00 p.m. The latest possible time to arrive is 4:00 p.m. (to collect your candidate pack and name badge). All candidates **must** attend the candidate meeting at 3:30 p.m. or 4:30 p.m. (you are assigned a time).
- * The interview sign-up session starts on 11 January at 9:00 a.m. (until 11:00 a.m) – **DO NOT BE LATE**. The interviews that you arrange will determine your schedule for 11-13 January.

Accommodation:

Candidates are not required to stay at the hotel, but there is a distinct advantage in terms of availability for interviews and "exposure" to the recruiters, all of whom stay at **The Royal Orchid Sheraton Hotel**. Bangkok has many cheap hotels (review via the Internet) but a taxi or a long walk to the Sheraton, for at least part of the connecting journey, is almost inevitable.

Hotel Charges: To be settled directly with the hotel on departure

Hotel Room Rate Period: January 9-14, 2009

Room Prices:	Single rate	Double rate
Deluxe River View Room	6,830 baht	7,300 baht

The above prices are inclusive of 10% service charge, 7% government tax, and American breakfast.

The Royal Orchid Sheraton Hotel & Towers Booking (only after you have received a confirmed invitation to this fair by your sponsoring associate):

Bookings must be made using the Sheraton's online reservation system (the link is provided in the candidate invitation) and early reservations are recommended (by September / October)

Please note that the hotel could be fully booked by December, so we strongly recommend that reservations be made EARLY (Sept / Oct 2008), and no later than 15 November 2008. Although bookings can be made after 15 November 2008, Search Associates and Royal Orchid Sheraton Hotel and Towers cannot guarantee the preferred rate if late bookings are made.

* Your booking must be guaranteed by credit card. Book earlier than the final deadline noted above. Cancellations can be made without penalty until 15 October 2008; beyond this date, there is a cancellation fee equivalent to one night's stay. **Please note: Any no show or cancellation that occurs within 14 days prior to the arrival date is subject to the entire stay room charge and will be billed and charged to the individual guest's account or credit card guarantee.**

Travel: Make own arrangements early; flights in and out of Thailand can be very busy.

Visas: Many participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent and/or nearest Royal Thai embassy / consulate in good time.

Conditions Pertaining to Teacher/Candidates

1. Requesting a place well before 1 November 2008 is preferred, to enable better attention to your needs.
2. If your place has been confirmed, schools may be informed that you are coming, so please do not withdraw.
3. Before an invitation to the Bangkok - January Fair 2009 is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair. All candidates also need to have requested a minimum of four (4) confidential evaluations, completed online with signed printouts sent directly to the senior associate with whom the candidate has registered. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of children you have taught. These confidential evaluations need to be received before 1 December 2008. Please be considerate and approach your referees in good time.

4. Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, Jere Packard, John Ritter, Ray Sparks, Michael Williams) need to ask approval of their associate to send the candidate an invitation to the Bangkok – January 2009 Fair.
5. Bangkok - January Fair 2009 candidate information (application information, bio notes, and evaluations) for recruiters will NOT be prepared if the invitation confirmation(your RSVP) is received after 15 December 2008
6. The complete set of candidate information, as noted above, will be copied and distributed to all the recruiters on 9 January 2009, so that they have time to review candidate information prior to the sign-up session on 11 January 2009
7. Collect your candidate pack on Saturday, 10 January, so that you will have plenty of time to study the contents before the Candidate Meeting, the Interview Sign-up Session, the School Presentations, and your Interviews. Candidates who are well prepared stand a far better chance of placement.
8. The Candidate Meeting will start at 3.30 p.m. (last name A-L) and 4:30 p.m. (last name M-Z) on Saturday, 10 January. This is when we will explain how the Fair is organized. Make sure that you have had time to study your candidate information packet **before** this meeting, especially the Schools Information and Vacancies booklet, so that you will know which recruiters you need to approach to request interviews at the Interview Sign-up Session (Sunday, 11 January 2009, 9:00 a.m.) and which school presentations you would like to attend (11 and 12 January). No guarantee can be given that any given Head will interview you, let alone that any job offer(s) might come your way, but part of our function is to help all candidates and all Heads to gain as much as possible from the Fair. Dress for the Interview sign-up session in business / interview attire.
9. Your word is your bond, both in promising accuracy and honesty in all papers you submit and in all statements you make, and in your response to any job offer(s) made to you. The same applies to interviewers, who have also been asked not to put any candidates under pressure for an immediate answer if a job is offered at (or soon after) the Bangkok Fair. In particular, any candidate attending two fairs in rapid succession should honor his/her commitment to **both** fairs by meeting, at least, any/all schools with which the candidate has had pre-fair communications.
10. Schools will provide candidates with reasonable time to decide upon an offer of employment. This means that a candidate will have up to three days to decide upon an offer made at the fair or by noon on Friday, 16 January 2009, whichever comes first. This timing applies only when the candidate feels that more time is needed to make a decision. This timing also makes it possible for recruiters to offer the same position, if necessary, at the next fair or in a timely manner to another candidate if you decline. Both candidates and recruiters should understand that agreement to these timing arrangements is a condition of participating in the fair. Candidates are encouraged to research schools in advance, whenever possible, so that decisions can be made promptly. Recruiters are encouraged to have ample information available in print, including complete sample contracts, to give to candidates to expedite this decision-making.
11. Accepting an invitation to the Bangkok - January Fair 2009 confirms that - if not paid by you already - you promise to pay the Search Associates office you have registered with, all fees due to cover catering and other services provided by the hotel at this fair. This “Fair costs” fee is waived for candidates who have paid a Search registration fee and for whom this is their first Search Fair. For second or later Search Fairs within a given registration period, an additional charge of US\$50 is requested towards these “Fair costs”. All fees due must be paid to your specific sponsoring associate before the Fair.

We look forward to welcoming you at the Search Bangkok January 2009 Fair.

Michael D. Williams and Harry Deelman, Senior Associates