

Dear Recruiters

It won't be long until January is here so I wanted to send a brief email to you to start thinking about the Sydney fair. Our candidates are completing the registration process now and we now have over 140 qualified and experienced teachers signed up for the fair. We expect to have about 160 candidates by the time the fair starts.

Please note some key times for the fair.

**Saturday 2<sup>nd</sup> January**

1:00pm to 5:00pm – Search Office open for Recruiter registration.

**Sunday 3<sup>rd</sup> January**

9:00am – 11:00am Search Office open for Recruiter registration.

12:30pm to 1:00pm - Recruiter Meeting in the Ballroom

1:00pm to 3:30pm – Interview sign-up session in the Ballroom

4:00-6:30pm - Interviews are scheduled. Presentations will also be running from 4:00pm on this day.

7:00pm - The recruiter function.

**Monday 4<sup>th</sup> January**

8:00am to 6:00pm - Interviews and presentations continue

7:00pm Recruiter/candidate function at 7:00pm.

**Tuesday 5<sup>th</sup> January**

8:00am to 6:00pm - Interviews and presentations continue

A full schedule including presentation times will be in your registration pack.

If you have confirmed or tentative vacancies please place them on the Search Associates database as the candidates are looking at this regularly. It would be helpful if you could email us with a list of your up to date vacancies as well.

This year we will once again be presenting all candidate data (applications and references) on USB drives and it is essential that you bring your own laptops to the fair. You will also be able to connect to the internet from your rooms and will have full access to the Search Associates database from there as well. All the information you need will be on the USB drives and these can be printed when you need them at your schools. As we are continuing with

our commitment not to waste paper we will not be supplying paper copies of candidate dossiers. We would prefer not to print any files, but can print limited amounts if absolutely necessary.

Please note an important change for presentations this year. To enable us to run presentations smoothly, we need to load them onto our computers first. This will enable our IT person (Craig Fullerton) to check each presentation and make sure it works prior to your presentation starting. It would be very helpful if you have your presentation on loaded onto your own USB drive. This can be given to Craig when you register. Please also give Craig any DVD's that you wish to show. He will then load each presentation on our laptops and have them ready for your presentation time.

Please send a return email letting us know if you have any specific needs for your presentations.

Please note that recruiters are expected to interview in their hotel rooms. If you wish to interview in another area, you will be able to book a meeting room through the hotel. Please contact me if you wish to do this.

As you know, we have changed hotels for the fair this year. This was done for a number of reasons, and I think you will find the Amora Jamison hotel an excellent venue for the fair. If you haven't made reservations please do so by following this link:

<http://www.amorahotels.com.au/Jamison/conf/sa20110r.html>

This is always a very busy time of year in Sydney so accommodation is at a premium.

Here are details about the Amora Jamison if you wish to give them to people at your school.

Amora Hotel Jamison Sydney

11 Jamison Street, Sydney NSW 2000

T: 61 2 9696 2500 F: 61 2 9696 2600

The Search Associates Australian team look forward to seeing you in Sydney in January.

Best regards,

Rob Graham  
Senior Associate  
Search Associates