



Search Associates

From Senior Associate: David Cope E: dr.cope@virgin.net

To: Candidates

DUBAI RECRUITMENT FAIR 26-27 FEBRUARY 2010

The Renaissance Dubai Hotel, PO Box 8668, Dubai, UAE. Tel +9714 262 5555 Fax +9714 262 2463

Dates/Times Friday 26 and Saturday 27 February 2010 are the essential days to be present if at all possible. Signing-in and collection of fair papers is best on Thursday 25 February between 3.30 and 5.30 pm. If a later arrival is unavoidable, this can be done on Friday 26 February between 7.30 and 8.20 am. (Special arrangements will be made if necessary to cater for the needs of any candidates who, because of inescapable professional commitments, have to arrive late at the fair or leave it early).

Provisional schedule

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|---------------------|-----------------|---|
| Friday 26 February: | 8.30 - 9.15 am | Candidate briefings. |
| | 9.30 - 11.15 am | Sign-up session, fixing interview times. |
| | all afternoon | Series of 30-minute school presentations. |
| | 7.00 - 9.00 pm | Reception (cash bar) for all recruiters and candidates. |

Friday after 11.15 am and throughout Saturday Individual interviews as arranged.

Best departure time: Sunday 28 February. Leaving late on the Saturday usually allows enough time for candidates who arrived for the start of the fair on Friday morning. Those candidates who have to arrive late are advised to plan their departure for as late as possible on the Sunday.

Renaissance Hotel charges Settle direct with the hotel. Special Search Associates rates: Dhs 800 single / 900 double per night, including full buffet breakfast, but excluding 20% tax and service. (Exchange rate approximately Dhs 3.67 = US\$ 1.00). Single candidates interested in the possibility of sharing a room with another single candidate, in order to reduce costs, should contact David Cope as early as possible. Candidates need not stay at this hotel – advice on alternative hotel accommodation nearby is available from David Cope.

Renaissance Hotel booking Direct with Ms Sheena Randhawa at the hotel, indicating that you are a teacher attending the Search Associates fair. Use either the online booking facility or the downloadable reservation form.

Book early, **at the very latest by 24 January 2010.**

Travel Make own arrangements early, as flights in and out of Dubai can be very busy. Notify hotel of arrival time to ensure complimentary bus to the hotel from the airport.

Visa Many passports require no visa for the UAE (see full list on Search Associates Dubai Fair web page). If you do need a visa, approach your nearest UAE embassy or arrange your visa via the Renaissance Dubai Hotel. Allow at least one week; for some nationalities visas take longer.

Registrations for a candidate place at the Dubai February 2010 Recruitment Fair

Please ensure that you ask your associate well in advance of the fair for an invitation to register online for a candidate place. Online registrations should be done as early as possible, and **preferably no later than 31 January 2010.**

Absolute final deadline for candidate registrations: 13 February 2010.

PLEASE NOTE: Your place at the Dubai fair is only definite when you have received confirmation from David Cope, following your online registration.

SEARCH ASSOCIATES

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CONDITIONS PERTAINING TO CANDIDATES

1. **Registering online for a place by 31 January 2010 is preferred**, to enable us to give better attention to your needs, but later registration (up to the absolute **final deadline for candidates of 13 February 2010**) is possible for candidates who are already fully registered with Search Associates and whose paperwork including all the required online references is complete.
2. Once your online registration has been received and your place at the fair has been confirmed, schools will have been informed you are coming, so please do not withdraw.
3. In addition to registering online for a place at the fair, all **candidates** need to have completed, preferably well in advance of the fair, an online Search Associates Candidate Application form (see relevant web pages for details) and also to have uploaded a good, clear photo on to this application. All candidates also need to have requested from their referees a minimum of 4 Search Associates confidential evaluations, completed online with signed printed hard copies sent directly to the candidate's senior associate. These 4 evaluations / references should include at least 3 from past or present supervisors. These references need to have reached us absolutely no later than 13 February 2010 and, if possible, well before this date.
4. **There is no guarantee that late registrations for the 2010 Dubai fair can be accepted after 13 February 2010.** Please get everything organised in good time before the final deadline.
5. Completed candidate files will be distributed to recruiters on Thursday 25 February 2010, so that they can prepare their lists of potential interviewees before the sign-up session on the morning of 26 February. At that session you can request interviews with any heads whose schools attract you. We cannot guarantee that any specific head will interview you, let alone that any job offer(s) might come your way, but part of my function is to help all candidates and all heads to gain as much as possible from the fair. In particular, every possible effort will be made to assist any candidates who, because they have inescapable professional commitments on the Thursday, have had to arrive late at the fair.
6. **Your word is your bond**, both in promising accuracy and honesty in all papers you submit and all statements you make, and in your response to any offer(s) of posts made to you. The same applies to interviewers, who have also been asked not to put candidates under pressure for an immediate answer if a job is offered at or soon after the fair.
7. **FOR CANDIDATES REGISTERED WITH DAVID COPE, the British branch of Search Associates, no fee is due for attending the fair** (because of legal requirements applying in the UK).

FOR CANDIDATES REGISTERED WITH ANY OTHER SENIOR ASSOCIATE, who will have paid a fee for registration, no fee is payable for attending the fair if this is their first fair following registration. If it is their second or later fair within their current registration period, the sum of US\$ 50 per candidate is due. This sum should be paid direct to their sponsoring Associate (NOT to David Cope) no later than 13 February 2010.

I look forward to having you join us in Dubai in February 2010.

David Cope