From: Bill & Alison Turner  
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To: Recruiters

DUBAI JOB FAIR  22 – 23 NOVEMBER 2019  
Deira International School, Festival City, Dubai, UAE

Provisional schedule

Thursday 21 Nov
6 – 8pm  There is no official fair business on the Thursday  
Welcome Reception for recruiters. (Vista Terrace, Intercon Hotel)

Friday 22 Nov
6.45am  Bus shuttle from Holiday Inn to Deira International School (optional)
7.30am  Bus shuttle from The Intercon and Crowne Plaza Festival City to DIS (optional)
8.00 – 8.45  Recruiter Registration (Candidate Lounge)
8.50 – 9.30am  Recruiter Briefing. (Recruiter Lounge, Secondary Building)
9.30 – 11.15am  Interview Arrangement session. (Sports Complex I)
11.30am – 6pm  Interview times. (Classrooms)
11.30am – 6pm  School Q and A sessions. (Classrooms)
2 – 6.30pm (every 30 mins)  Bus shuttle from DIS to Holiday Inn, Crowne Plaza and Intercon

Saturday 23 Nov
7.30am  Bus shuttle from Holiday Inn to Deira International School (optional)
7.30am  Bus shuttle from Crowne Plaza and Intercon to DIS (optional)
8am – 6pm  Interview times. (Classrooms)
2 – 6.30pm (every 30 mins)  Bus shuttle from DIS Holiday Inn, Crowne Plaza and Intercon Festival City
7 – 9pm  Recruiter Dinner. (Intercon Hotel Festival City, Anise Restaurant)

Best departure time: after midday on Saturday – depending on when your interviews have been completed

Hotel booking
We recommend the three hotels in Festival City: the Holiday Inn, the Intercontinental and the Crowne Plaza. Please check the advice on the website where we provide links to these hotels.

Visa support
Some nationalities require visas. Occasionally candidates need a letter of support from us to help validate their visa application for the UAE. You will need to send us your full name (as in your passport), your passport number and your nationality. We will send you back an electronic letter on Search Associates headed paper.

Travel to Dubai
Please make your own arrangements early as flights in and out of Dubai can be very busy. Notify the hotel if your arrival to time to ensure a complimentary bus to the hotel from the airport. Festival City is about 15 minutes from Dubai International Airport in normal traffic conditions.

Travel from the hotel/your home to the school
There is plenty of parking at the school. To find the school, see google maps at: https://www.google.com/maps/place/Deira+International+School/@25.2124013,55.3736811,15z/data=!4m5!3m4!1s0x0:0x1e875d57e8eb000008m2!3d25.2124013!4d55.3736811
There is a shuttle bus from the Festival City hotels to the school each morning, and a series of shuttle busses going back to the hotels from 2pm.

Fair registration
Any school that has not already received an invitation to register online for the fair should email Bill Turner to request an invitation. Online registrations should be done as early as possible. Preferred deadlines for registration are Sunday 17 November 2019.

We very much look forward to welcoming you to the 2019 November Dubai Fair.

Bill Turner
Alison Turner

SEARCH ASSOCIATES

DUBAI - 2019 NOVEMBER JOB FAIR

Conditions pertaining to Recruiters

1. Registering online for a recruiter place as early as possible is requested. If you need to register late, please contact Bill Turner as early as possible, preferably by e-mail to btturner@searchassociates.com.

2. Once you have registered and had your place confirmed, candidates expect your school to be there, so please do not withdraw.

3. The registration fee for the 2019 November Dubai fair is dhs 2800 (equivalent to $760) per school (one interviewer), with a further, reduced fee of dhs 2000 (equivalent to $545) payable for each additional school representative participating in the fair (even if not interviewing). Fees are payable within 15 days of your online registration for a recruiter place at the fair. PLEASE NOTE THAT THIS ALSO PERMITS YOU ENTRY TO THE SEARCH DUBAI APRIL FAIR AT NO EXTRA COST.

4. All schools attending the 2019 Dubai November fair must please have visited the Search Associates website and completed ALL sections of the School Information questionnaire there and must also have posted all vacant positions there, with brief details of each one. Please keep updating your list of vacancies on your Search Associates web entry as necessary. For any help or advice you may need, please e-mail btturner@searchassociates.com

5. All recruiters must interview at Deira International School. You will be given a classroom for this purpose. We will provide appropriate signage. You may wish to bring a pull-up sign. There is no cost for use of these rooms.

6. The usual code of school and interview ethics applies. Please be entirely honest about the school, the position if known and all conditions. Uncertainty about whether or when a vacancy may emerge, and delay in communicating with candidates after the fair, are fully understandable and acceptable provided that they have been clearly explained to candidates at interview. Please let Search’s representatives at the fair have the same information about any uncertainties and the expected timing of any later decisions.
7. Candidates will be told firmly that their word is their bond, and the same applies to interviewers. Verbal offers are binding. No candidate should be put under pressure to accept an offer before completing all Dubai fair interviews and giving candidates a longer period for consideration of an offer is preferable.

8. Registration for this fair involves an undertaking on the part of a school to meet a placement fee in Emirati dirhams (dhs) of dhs 7270 (equivalent to US$ 1980). In the cases where an senior leadership appointment is made (Head, Deputy, Principal, etc.) the placement fee due is dhs 10,950 (equivalent of US$ 2980).

9. For fee payments resulting from the Dubai fair, settlement in by direct bank transfer is preferred. We happily accept payments in Emirati dirhams (dhs) or US dollars. Payment details are fully explained on fee invoices.

Bill Turner
Alison Turner