

# AUD

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## AMERICAN UNIVERSITY IN DUBAI

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Dear Sir/Madam,

The American University in Dubai (AUD) would like to take this opportunity to invite you to participate in our annual career fair “ACT NOW: AUD CAREERS TODAY”, which will take place on the AUD campus on **Tuesday the 20<sup>th</sup> of March, 2012.**

Participating in ACT NOW provides an excellent opportunity for your company to connect with AUD students and alumni and to discuss and interview for current and/or future career related employment and internship opportunities. Last year’s Career Fair gave the opportunity to more than 300 senior and junior year students as well as to alumni to meet 64 regional and international employers. We are hoping to increase that number for the 2012 edition of our career fair.

AUD is a private, non-sectarian institution of higher learning founded in 1995. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in the United States, to award Bachelor’s and Master’s degrees. It is also licensed and its programs are accredited by the UAE Ministry of Higher Education and Scientific Research.

Currently, AUD has a student body of around 3,000, representing around over 90 nationalities. Each year AUD graduates a group of highly qualified students in the fields of Business Administration (Accounting, Economics, Finance, Management, Marketing and Marketing Communications), Computer and Information Technology (Application Development for Commerce and Industry, Database Development and Operations, and Network Infrastructure Design and Administration), Communication and Information Studies (Digital Production and Storytelling, and Journalism), Architecture, Visual Communication (Advertising [Creative], Digital Media, Graphic Design, Photography and Studio Art), Interior Design (Integrated Computational Design), and Engineering (Civil, Electrical, Computer, and Mechanical). A Master of Business Administration (MBA) is also offered with the option to specialize in Finance or Marketing.

Effective Fall 2011, The American University in Dubai offers four new degree programs: the Bachelor of Arts in International Studies (B.A.I.S.), Bachelor of Science in Computer Science (B.S.C.S.), Master of Education (M.Ed.), and Master of Science in Construction Management (M.S.C.M.).

Many of our Alumni have gone on to successfully fulfill challenging careers in multinational corporations in the UAE and abroad. Many have continued their graduate studies in top universities in the US, UK, Europe and other regions.

Enclosed please find this year’s ACT NOW *Registration Form and Registration Guidelines*. As you will see, you have the option of being a main sponsor for the Career Fair (exclusively, or jointly with up to three other sponsors,) or support sponsorship, or regular participation. If interested, please complete and return the *Registration Form* by **Sunday the 26<sup>th</sup> of February 2012.** We look forward to having your company represented at ACT NOW.

Please do not hesitate to contact me for any further clarifications and requests.

Best regards,



**Stella Mandehou**  
*Career Services Manager*  
*The American University in Dubai*  
T. +971 4 318 3131  
smandehou@aud.edu



AUD is proud to announce its annual Career Fair “**ACT now: AUD Careers Today**”.

**Date** Tuesday the 20<sup>th</sup> of March 2012

**Time** 10:00 am - 6:00 pm

**Venue** AUD Knights Stadium

## SPONSORSHIP PACKAGES

There are several ways in which your company can participate in “**ACT now**”:

### MAIN SPONSORSHIP PACKAGE

**AED 16,500 (if shared between 3 or 4 sponsors)**

**AED 33,000 (if shared between 2 sponsors)**

**AED 49,500 (if 1 sponsor)**

Main sponsorship of “**ACT now**” includes a prominent site at the exhibit hall, billing credit on all ACT now publications (brochures, flyers, press releases, etc.) and one color advertisement in the **ACT now booklet**.

#### **Exhibition Space**

Your exhibition space will have a width of six meters and a depth of three meters (6m X 3m). Two tables, four chairs and two electrical outlets will be provided.

#### **“ACT now” Corporate Profiles Booklet**

A **two-page** corporate profile will be prominently placed in the ACT now booklet, listing types of career/internship opportunities available. Main sponsors are offered one free inner pages color advertisement – or a reduced rate if back cover preferred (AED 2,800 instead of AED 5,000), or inside back cover (AED 1,100 instead of 3,300).

#### **Refreshments**

Refreshments will be available for **six** company representatives: lunch, morning and afternoon tea or coffee, and water.

#### **Corporate Presentation (optional)**

Aims at increasing exposure of your company/industry. Please bear in mind that space is limited and will be made available to companies on a first-come-first-served basis. This can be on the day of the career fair or, preferably, the week before or after.

#### **Interview Facilities (optional)**

To facilitate your interview process, we can provide you with an interviewing room on-campus. If interested, we recommend that you make your reservations as early as possible.

## SUPPORT SPONSORSHIP PACKAGE

**AED 8,500**

Support sponsorship of “**ACT now**” includes preferential selection of site at the exhibition hall and appearance on all ACT now publications (brochures, flyers, press releases, etc.)

### Exhibition Space

Your exhibition space will have a width of three meters and a depth of three meters (3m X 3m). One table, two chairs and two electrical outlets will be provided.

### “ACT now” Corporate Profiles Booklet

A **one-page** corporate profile will be placed in the booklet, listing types of career/internship opportunities available.

### Refreshments

Refreshments will be available for **four** company representatives: lunch, morning and afternoon tea or coffee, and water.

### Corporate Presentation *(optional)*

Aims at increasing exposure of your company/industry. Please bear in mind that space is limited and will be made available to companies on a first-come-first-served basis. This can be on the day of the career fair or, preferably, the week before or after.

### Interview Facilities *(optional)*

To facilitate your interview process, we can provide you with an interviewing room on-campus. If interested, we recommend that you make your reservations as early as possible.

## CORPORATE PACKAGE

**AED 1,500**

### Exhibition Space

Your exhibition space will have a width of three meters and a depth of two meters (3m X 2 m). One table, two chairs and two electrical outlets will be provided.

### “ACT now” Corporate Profiles Booklet

A **half-page** corporate profile will be placed in the booklet, listing types of career/internship opportunities available.

### Refreshments

Refreshments will be available for **two** company representatives: lunch, morning and afternoon tea or coffee, and water.

## ADVERTISEMENTS IN THE CORPORATE PROFILE BOOKLET

If you are interested in placing an advertisement in the ACT now Corporate Profiles booklet, below is a list of options & costs:

<b>Option A:</b> Back Page Cover	AED 5,000
<b>Option B:</b> Inside Front Page Colored	AED 3,300
<b>Option C:</b> Inside Back Page Colored	AED 3,300
<b>Option D:</b> Inner Pages Colored	AED 2,500
<b>Option E:</b> Inner Pages Black and White	AED 1,700



## REGISTRATION FORM

Please complete the following registration form and send by no later than  
**Sunday the 26<sup>th</sup> of February 2012** to:

Stella Mandehou  
Career Services Manager  
Email: [careerfair@aud.edu](mailto:careerfair@aud.edu)  
T: +971 4 318 3119  
F: +971 4 318 3400  
P.O. Box 28282, Dubai, U.A.E.

Our company would like to participate in “**ACT now**” in the following capacity:  
(Please refer to the Registration Guidelines for detailed information on each package.)

**MAIN SPONSORSHIP PACKAGE**

*CORPORATE PRESENTATION*

- Yes, before career fair
- Yes, after career fair
- No

*INTERVIEW FACILITIES REQUIRED FOR THE DAY*

- Yes
- No

**SUPPORT SPONSORSHIP PACKAGE**

*CORPORATE PRESENTATION*

- Yes, on the day
- Yes, previous week
- No

*INTERVIEW FACILITIES REQUIRED FOR THE DAY*

- Yes
- No

**CORPORATE PACKAGE**

Our company would like to place an advertisement in the Corporate Profiles Booklet in the following capacity: (Please refer to the Registration Guidelines for detailed information on each advertisement option.)

- OPTION A    OPTION B    OPTION C    OPTION D    OPTION E

**COMPANY INFORMATION**

<b>COMPANY NAME</b>		<b>COMPANY LOGO (OPTIONAL)</b>
<b>WEBSITE ADDRESS</b>		
<b>TELEPHONE NUMBER(S)</b>	<b>MAILING ADDRESS</b>	
<b>FAX NUMBER</b>	<b>LOCATION</b>	
<b>HR/PERSONNEL MANAGER</b>	<b>HR EMAIL ADDRESS</b>	<b>CEO NAME</b>
<b>PRIMARY CONTACT PERSON</b>	<b>TITLE</b>	<b>MOBILE</b>
<b>DIRECT TELEPHONE (EXT.)</b>	<b>EMAIL ADDRESS</b>	
<b>TYPE OF COMPANY</b>		
<input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC <input type="checkbox"/> LOCAL <input type="checkbox"/> REGIONAL <input type="checkbox"/> MULTINATIONAL <input type="checkbox"/> OTHER _____		
<b>COMPANY CLASSIFICATION</b>		
<input type="checkbox"/> ACCOUNTING/AUDITING <input type="checkbox"/> BANKING/FINANCE <input type="checkbox"/> CONSULTING <input type="checkbox"/> HOTELS/TOURISM <input type="checkbox"/> INFORMATION TECHNOLOGY <input type="checkbox"/> TELECOMMUNICATIONS <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> RETAIL <input type="checkbox"/> MARKETING/MARKETING RESEARCH <input type="checkbox"/> MEDIA/PUBLISHING <input type="checkbox"/> ADVERTISING <input type="checkbox"/> ENGINEERING/CONTRACTING <input type="checkbox"/> OIL/GAS <input type="checkbox"/> TRANSPORTATION/SHIPPING <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> OTHER _____		

**ADDITIONAL INFORMATION**

Names and Contact Information of Company Representatives:

	<b>NAME</b>	<b>TITLE</b>	<b>MOBILE</b>	<b>EMAIL</b>
<b>CONTACT 1</b>				
<b>CONTACT 2</b>				
<b>CONTACT 3</b>				
<b>CONTACT 4</b>				
<b>CONTACT 5</b>				
<b>CONTACT 6</b>				

Please indicate the vacant positions currently available in your company (or potential openings). The positions will be announced to AUD students and graduates prior to the Career Fair. The titles of opportunities will also be included in the “**ACT now**” Corporate Profiles booklet distributed to AUD students and graduates on the day of the Career Fair.

If you have more than one opportunity available within your organization, then kindly copy paste the below table on the next pages.

**CAREER OPPORTUNITY 1**

**POSITION AVAILABLE:**

**JOB RESPONSIBILITIES:**

**TYPE OF EMPLOYMENT (please CHOOSE as appropriate):**

- Full-time
- Part-time
- Internship (Paid)
- Internship (Unpaid)
- Other \_\_\_\_\_

**Minimum Requirements**

**DEGREE/S:**

**LANGUAGE/S:**

**SKILLS:**

**YEARS OF EXPERIENCE:**

**NATIONALITY (IF REQUIRED):**

**GENDER (IF REQUIRED):**

**APPLICATION DEADLINE:**

CVs should be submitted by: \_\_\_\_\_ No application Deadline/ Recruitment is ongoing

**STARTING SALARY:**

**BENEFITS (IF APPLICABLE):**

**ADDITIONAL INFORMATION:**