



How to hold a face to face event for students at University of Edinburgh

This guide offers guidance on how best to run your face to face event to Edinburgh University students. For the academic year 2021/22 we will mostly be offering online opportunities to connect with our students and graduates, but there are still some options for having an on-campus presence. We advise employers to put most effort into connecting with students and graduates virtually.

STEP 1: Choose your date and time

In order to avoid revision, exams, and vacations periods, please also consult the [University Calendar](#). Recommended times to hold an event:

- Lunchtimes (1pm – 2pm)
- Evenings (5:30pm onwards – except Fridays)
- Wednesday afternoons between 1pm – 5:30pm, due to students having reduced lectures.

STEP 2: Book your venue

ON CAMPUS - Targeting students in **Arts, Humanities, Social Sciences, Informatics, Medical and Biomedical**

Book a high footfall space near the coffee cart in the Main Library Foyer. Spaces are available from 12-2pm every Wednesday at a cost of £150+vat. Get in touch with the employer team to find out date availability employers@ed.ac.uk

Request a room at our [Central campus](#). Costs with both Edinburgh First and the Students Association will vary.

For lecture theatres, seminar rooms, and exhibition spaces, please contact [Edinburgh First](#) 0131 651 2189

If you are targeting **Informatics students**, we recommend you ask for a venue in or near [Appleton Tower](#).

For a student union building or an outside space, please book with the [Students' Association](#). 0131 650 4674

ON CAMPUS - Targeting students in **Science and Engineering, excluding biomedical**

***if you are only targeting one cohort within STEM please let us know**

Book a high footfall space near the coffee cart in the Murray Library. Spaces are available from 12-2pm every Wednesday at a cost of £150+vat. Get in touch with the employer team to find out date availability employers@ed.ac.uk

Request a room, for free, at our [Kings Buildings Campus](#). Please [note availability is limited](#).

Lecture room [G46 Murchison House](#)- capacity 105

The venues that we recommend in [JCMB](#) (James Clerk Maxwell Building), [Lecture Theatre A](#) – capacity 19, [Lecture Theatre B](#) – capacity 150, [Lecture Theatre C](#) – capacity 104

To book one of the above rooms please contact employers@ed.ac.uk 0131 6506688

For various locations in [KB House](#), the student union, please book through the [Students' Association](#). 0131 650 4674

OFF CAMPUS - There are a number of excellent venues near to campus that employers have used in the past. We are happy to provide contact details.

STEP 3: Publicise your event

Advertise your event on MyCareerHub	Free	Event publicity form
Send a targeted email	£35 + VAT per subject area, per group	Book now
Book prime advertising on MyCareerHub	£70 + VAT	Book now
Add your vacancy with a "Find out more" link to your event	Free	Add your vacancy
Promote your event on social media	Free (NB. We occasionally repost)	Twitter , Facebook
Contact student societies	Free	Go to website
Advertise through the Students' Association	Various costs	Book now