



**COLLEGE** of  
**HUMANITIES**  
and **SCIENCES**

**CAREER & INTERNSHIP FAIR**

**Exhibitor's Manual for  
Participating Employers**

**4 Sept 2024 | 10am - 5pm**

Stephen Riady Centre, University Town,  
National University of Singapore, Singapore 138607

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## Section 1 – General Information

### Event Information

#### Physical Fair

**Date:** 4 September 2024 (Wednesday)

**Time:** 10.00 am - 5.00 pm

**Venue:** Stephen Riady Centre, University Town ,  
National University of Singapore, Singapore 138607

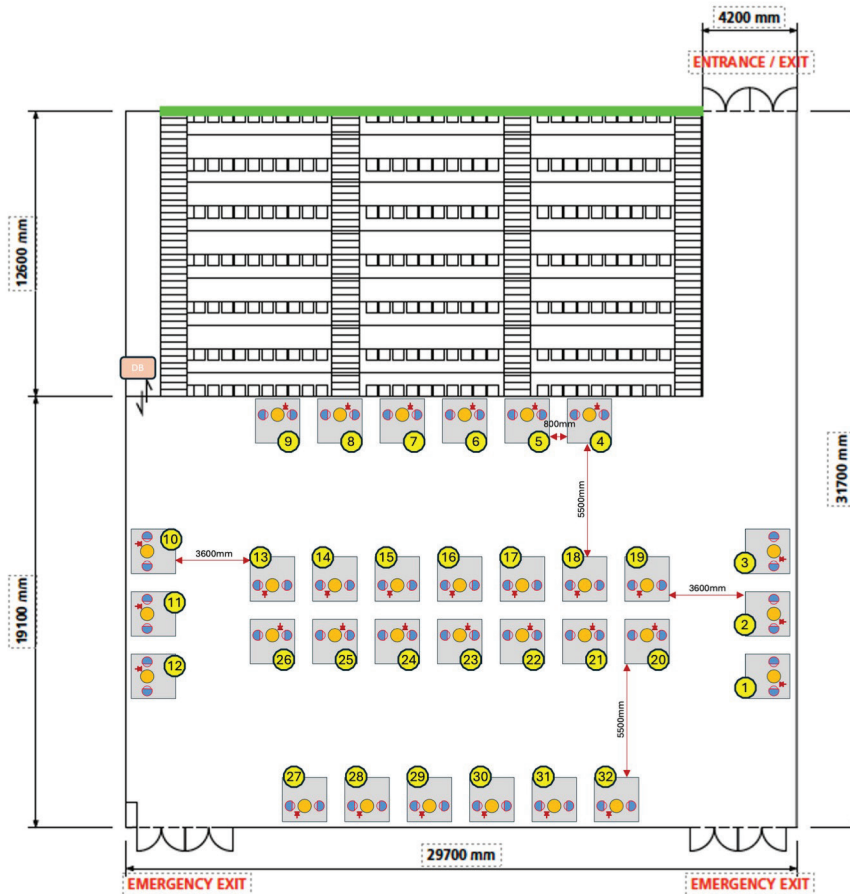
### What to Expect

Discover boundless opportunities at the intersection of arts, sciences, and social sciences. As we gear up to witness the graduation of our inaugural class in May 2025, this event marks a pivotal moment in our commitment to fostering interdisciplinary excellence and empowering the next generation of global leaders.

We welcome you onboard as we bridge the gap between academia and industry, showcasing the unique talents and skills of College of Humanities and Sciences (CHS) students while connecting them with top employers like you from various sectors. Gain access to a diverse talent pool of students. Identify talents who are actively seeking internship and job opportunities through on-the-spot physical networking and follow through with subsequent interactions after the career fair.

# Floorplan

## Sports Hall 1 Exhibitors



- |                                      |  |
|--------------------------------------|--|
| 1. AGENCY FOR INTEGRATED CARE        | 19. MONDELEZ INTERNATIONAL   |
| 2. GENSCRIPT BIOTECH (SINGAPORE)     | 20. DBS BANK   |
| 3. GSK                               | 21. EY   |
| 4. LABCORP                           | 22. FDM GROUP  |
| 5. MSD INTERNATIONAL GMBH            | 23. OLIVER WYMAN   |
| 6. NATIONAL UNIVERSITY HEALTH SYSTEM | 24. PWC SINGAPORE  |
| 7. NATIONAL UNIVERSITY HOSPITAL      | 25. BUSHIROAD  |
| 8. SYNEOS HEALTH                     | 26. MEDIACORP PTE LTD  |
| 9. EXXONMOBIL ASIA PACIFIC PTE LTD   | 27. DYSLEXIA ASSOCIATION OF SINGAPORE                                    |
| 10. MSIG ASIA                        | 28. MONTFORT CARE  |
| 11. IMMORTALIZE                      | 29. NATIONAL TRADES UNION CONGRESS (NTUC)                                |
| 12. SGINNOVATE                       | 30. NUS MEDICINE - HEALTHY LONGEVITY<br>TRANSLATIONAL RESEARCH PROGRAMME |
| 13. APPLIED MATERIALS                | 31. PATHLIGHT SCHOOL/AUTISM RESOURCE CENTRE<br>(SINGAPORE)               |
| 14. DSO NATIONAL LABORATORIES        | 32. RAINBOW CENTRE, SINGAPORE  |
| 15. GLOBALFOUNDRIES SINGAPORE        |  |
| 16. MICRON                           |  |
| 17. COTY OPERATIONS ASIA PACIFIC     |  |
| 18. FRASER AND NEAVE, LIMITED        |  |

# Floorplan

## Sports Hall 2 Exhibitors



- 33. AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (A\*STAR)
- 34. CENTRAL NARCOTICS BUREAU
- 35. DEFENCE SCIENCE AND TECHNOLOGY AGENCY (DSTA)
- 36. GAMBLING REGULATORY AUTHORITY (GRA)
- 37. HOME TEAM SCIENCE AND TECHNOLOGY AGENCY
- 38. HOUSING AND DEVELOPMENT BOARD
- 39. IMMIGRATION AND CHECKPOINTS AUTHORITY
- 40. INTERNAL SECURITY DEPARTMENT
- 41. MILITARY SECURITY DEPARTMENT
- 42. MINISTRY OF DEFENCE
- 43. MINISTRY OF EDUCATION
- 44. MINISTRY OF FINANCE
- 45. MINISTRY OF FOREIGN AFFAIRS
- 46. MINISTRY OF HEALTH
- 47. MINISTRY OF MANPOWER
- 48. MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT

- 49. MINISTRY OF TRADE AND INDUSTRY
- 50. REPUBLIC OF SINGAPORE NAVY
- 51. SECURITY AND INTELLIGENCE DIVISION
- 52. SINGAPORE ARMED FORCES
- 53. SINGAPORE CIVIL DEFENCE FORCE
- 54. SINGAPORE CUSTOMS
- 55. SINGAPORE POLICE FORCE
- 56. SINGAPORE PRISON SERVICE
- 57. SINGAPORE TOURISM BOARD
- 58. THE DIGITAL AND INTELLIGENCE SERVICE
- 59. URBAN REDEVELOPMENT AUTHORITY
- 60. AMARA HOTELS AND RESORTS
- 61. UNIQLO (SINGAPORE) PTE LTD
- 62. PSA
- 63. SINGAPORE AIRLINES
- 64. SINGAPORE MARITIME FOUNDATION

## Participating Companies

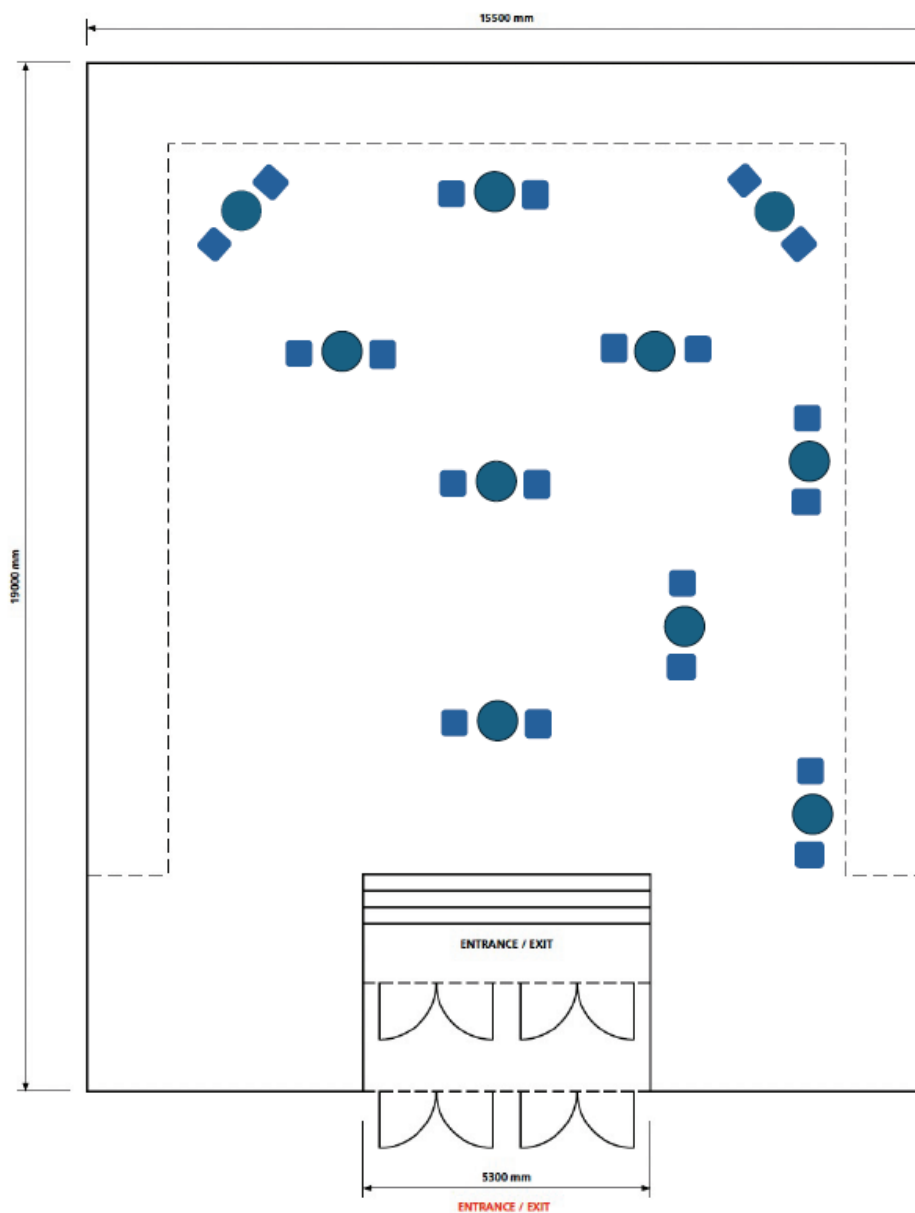
EMPLOYERS	HALL	BOOTH
AGENCY FOR INTEGRATED CARE	1	1
AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (A*STAR)	2	33
AMARA HOTELS AND RESORTS	2	60
APPLIED MATERIALS	1	13
BUSHIROAD	1	25
CENTRAL NARCOTICS BUREAU	2	34
COTY OPERATIONS ASIA PACIFIC	1	17
DBS BANK	1	20
DEFENCE SCIENCE AND TECHNOLOGY AGENCY (DSTA)	2	35
DSO NATIONAL LABORATORIES	1	14
DYSLEXIA ASSOCIATION OF SINGAPORE	1	27
EY	1	21
EXXONMOBIL ASIA PACIFIC PTE LTD	1	9
FDM GROUP	1	22
FRASER AND NEAVE, LIMITED	1	18
GAMBLING REGULATORY AUTHORITY (GRA)	2	36
GENSCRIPT BIOTECH (SINGAPORE)	1	2
GSK	1	3
GLOBALFOUNDRIES SINGAPORE	1	15
HOME TEAM SCIENCE AND TECHNOLOGY AGENCY	2	37
HOUSING AND DEVELOPMENT BOARD	2	38
IMMIGRATION AND CHECKPOINTS AUTHORITY	2	39
IMMORTALIZE	1	11
INTERNAL SECURITY DEPARTMENT	2	40
LABCORP	1	4
MEDIACORP PTE LTD	1	26
MICRON	1	16
MILITARY SECURITY DEPARTMENT	2	41
MINISTRY OF DEFENCE	2	42
MINISTRY OF EDUCATION	2	43
MINISTRY OF FINANCE	2	44
MINISTRY OF FOREIGN AFFAIRS	2	45

## Participating Companies

EMPLOYERS	HALL	BOOTH
MINISTRY OF HEALTH	2	46
MINISTRY OF MANPOWER	2	47
MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT	2	48
MINISTRY OF TRADE AND INDUSTRY	2	49
MONDELEZ INTERNATIONAL	1	19
MONTFORT CARE	1	28
MSD INTERNATIONAL GMBH	1	5
MSIG ASIA	1	10
NATIONAL TRADES UNION CONGRESS (NTUC)	1	29
NATIONAL UNIVERSITY HEALTH SYSTEM	1	6
NATIONAL UNIVERSITY HOSPITAL	1	7
NUS MEDICINE - HEALTHY LONGEVITY TRANSLATIONAL RESEARCH PROGRAMME	1	30
OLIVER WYMAN	1	23
PATHLIGHT SCHOOL/AUTISM RESOURCE CENTRE (SINGAPORE)	1	31
PSA	2	62
PWC SINGAPORE	1	24
RAINBOW CENTRE, SINGAPORE	1	32
REPUBLIC OF SINGAPORE NAVY	2	50
SECURITY AND INTELLIGENCE DIVISION	2	51
SGINNOVATE	1	12
SINGAPORE AIRLINES	2	63
SINGAPORE ARMED FORCES	2	52
SINGAPORE CIVIL DEFENCE FORCE	2	53
SINGAPORE CUSTOMS	2	54
SINGAPORE MARITIME FOUNDATION	2	64
SINGAPORE POLICE FORCE	2	55
SINGAPORE PRISON SERVICE	2	56
SINGAPORE TOURISM BOARD	2	57
SYNEOS HEALTH	1	8
THE DIGITAL AND INTELLIGENCE SERVICE	2	58
UNIQLO (SINGAPORE) PTE LTD	2	61
URBAN REDEVELOPMENT AUTHORITY	2	59

## Dance Studio

Networking Space for employers and students from 3.30pm till 5pm.  
A dedicated space for employers to conduct 1 to 1 interviews and discussions with potential candidates.





## Event Rules & Regulations

1. Employer registration is from 8.30 am to 9.30 am. Each participating company will receive 4 lanyards which will be placed on the bistro table located within the booth. Please wear the lanyards at all times.
2. A maximum of four (4) employer representatives are allowed per booth. The organising committee seeks your understanding and strict adherence to the limit. All activities i.e., interaction with students, distribution of material etc. must take place within the boundaries of the booth. Aisles are to be kept free from traffic at all times.
3. All networking spaces must be cleared by 6.00 pm on the Fair day. No goods should be left unattended. Any debris or rubbish left behind will be removed by the NUS CHS Career and Internship Fair 2024 Organising Committee, and the cost will be charged to you.

Strictly no build-ups, customized stands and set-up of any props or decorations. Allowable items are:

- One (1) pull-up banner (not more than 1m in width and 2m in height)
- One (1) laptop
- One (1) moderately sized desktop monitor
- Flyers and brochures for distribution to attendees
- Door gifts, packed snacks or sweets as promotional materials to students.

Failing which, the Organising Committee is entitled at its sole and absolute discretion to dispose of these exhibits/goods without any prior notice to the employer representatives. The Organising Committee shall not be held liable for such actions.

All sounds from devices are to be contained within the allocated networking space and not affect or disrupt your neighbouring networking spaces.

4. Flyers and brochures are allowed within allocated networking spaces. Delivering and receiving of promotional items can only be done on the actual Fair day. The Organising Committee will not be responsible for receiving the promotional items on behalf of employers. All remaining materials are to be removed by 6.00 pm on the Fair day.

## Event Rules & Regulations

5. The Organising Committee will not provide any storage facilities. Please bring minimal items and ensure surveillance of your own belongings and assets at all times.
6. The Organising Committee reserves the right to remove power supply, such as extension cords/multiplugs, to any equipment that has been identified to be in a hazardous condition.
7. The following are prohibited:
  - The use of any motorized or radio-controlled machine
  - The distribution of samples or products containing flammable gas
  - Balloons inflated using flammable or toxic gas
  - Celluloid articles
  - The presence of diethyl ether, carbon disulfide, ether or acetone
  - Visually explicit materials
  - Combustible gases
8. All company representatives must wear their lanyards and tags at all times. Networking with students is to be kept within the allocated networking spaces.
9. No food and drinks will be allowed in the networking spaces. Buffet lunch will be catered during stipulated lunch time. Should company representatives wish to consume outside food and beverages, they are required to head to the nearby food outlets. Please ensure that at least one company representative is stationed at the networking space throughout the event.

## Directions and Transport

### A) By Car

- From Clementi Road, turn into Kent Ridge Crescent (note: the University Cultural Centre is on the left)
- Turn into College Link

### Loading & Unloading of Non-bulky Items

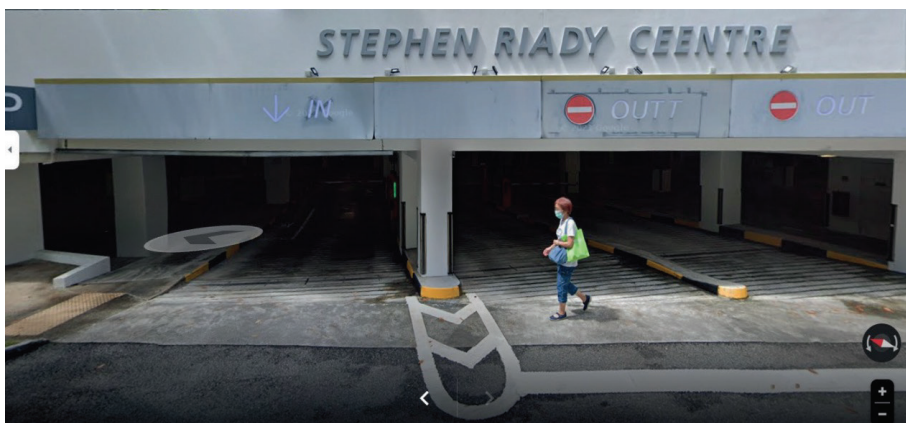
Vendors are to access the loading/unloading bay at Stephen Riady Centre, University Town, NUS.

Please refer to the loading/unloading point indicated in the map below.



### Available Car Parks

- Stephen Riady Centre Car Park



## Directions and Transport

### NUS Parking Charges

<https://uci.nus.edu.sg/oca/transport-logistics-carpark/parking-information-for-visitors/>

### Pay Parking Operating Hours

8.30am to 7.30pm (Weekdays. i.e. Mondays to Fridays, excluding Public Holidays)

### Complimentary Parking Coupons

Each organisation is entitled to one (1) complimentary parking coupon. Company representatives may collect the complimentary parking coupon during registration on the Fair day.

### B) By Public Transport

From Kent Ridge MRT, take the NUS Internal Shuttle D2 and alight at "UTOWN" stop.

SBS buses 95, 96 and 151 also provide transport service to the NUS Kent Ridge campus. Take the NUS internal Shuttles to "UTOWN" upon alighting from the SBS buses.

## Section 2 – Essential Timings

### Essential Timings

<b>Employer Registration</b>	<b>8.30 am - 9.30 am</b>
<b>Career and Internship Fair</b>	<b>10.00 am - 5.00 pm</b>
<b>Buffet Lunch</b> (Behind rock climbing wall area)	<b>11.30 am – 1.30 pm</b>
<b>Teardown</b>	<b>5.00 pm - 6.00 pm</b>

All company representatives are required to register with the Organising Committee at the Employer Registration Counter located in front of the Dance Studio Level 1 of Stephan Riady Centre, UTown. Kindly adhere to the registration timings in the above table.

## Section 3 – Exhibitor Services

### Entitlements

We have summarised the offered entitlements below for quick reference.

- One (1) Networking Space (200 cm x 200 cm floor area) – Organising Committee shall assign employers to the location of the networking space at the event venue.
- One (1) tent card with QR code
- One (1) high table
- Two (2) bar stools
- One (1) single power socket
- One (1) waste basket
- One (1) complimentary parking coupon per organisation
- Four (4) employer lanyard and ID cards
- Four (4) meal (buffet lunch) coupons
- Option to bring One (1) pull-up banner



bistro and bar stool

***As part of NUS' sustainability efforts, bottled water will not be provided. Employer representatives are encouraged to bring their water bottles and may refill them at water dispensers available throughout the event venue.***

### Complimentary Wi-Fi

Enjoy Free Wi-Fi at the event hall. Log in using the following steps:

1. Connect to "NUS\_Guest" wireless network
2. Select "Event Login" at the login page
3. Enter the Wi-Fi PIN that's provided below

**Wi-Fi PIN:** ETTUWS

**Event Name:** CHS Career & Internship Fair 2024

**Event Venue:** NUS UTown

### Waste Removal

It is the company representatives' responsibility to ensure that no rubbish/debris is left behind and all food waste and/ or items are disposed promptly and properly. The cost will be charged to the employer concerned if cleaning (beyond the normal paper and dust) is required for the networking space to be returned to its original condition. The cost is chargeable at \$100 for each networking space for the removal of food waste and additional cost imposed where necessary for the removal of other items belonging to the employer concerned, as deemed necessary by the CHS Career and Internship Fair Organising Committee 2024.

## Section 4 – Technical and Safety Guidelines

### Technical and Safety Guidelines

- Keep the aisles free from traffic, and all fire exits clear.
- In case of emergency, keep calm and exit in an orderly manner via any exit doors.

Normal weather – Assemble at Town Green

Wet weather – Assemble outside Auditorium at Stephen Riady Centre, level 1

### Security and Insurance

While every reasonable precaution will be taken by the event organisers to ensure the safety and security of personnel and equipment, the National University of Singapore and the CHS Career and Internship Fair Organising Committee 2024 shall not be liable for any loss or damage caused to or affecting your exhibits, your personnel, and/or property(ies) arising from any reasons, seen or foreseen.

All company representatives are encouraged to insure against injury or damage to third parties. In addition, it is encouraged that you should exercise care and protect your expenditures against abandonment, cancellation, or curtailment of the event for any reason. The employer representatives shall be held liable for damage caused to the fittings by themselves, their personnel, or their representatives.

## Section 5 – Contact Information

### Contact Information

#### General Exhibition Inquiries

Name: Tiun Haou Ming  
Email Address: [ming@ballyhoo.com.sg](mailto:ming@ballyhoo.com.sg)  
Contact Number: 6258 1696

#### Employers' Enquiries

Email Address: [hire@nus.edu.sg](mailto:hire@nus.edu.sg)

## Section 6 – Frequently Asked Questions

### Frequently Asked Questions (FAQs)

#### 1. What do we need to bring for the NUS CHS Career and Internship Fair 2024?

You may bring one pull-up banner (not more than 1m in width and 2m in height), brochures and one laptop. Due to space constraints, we are only able to accommodate one moderately sized desktop monitor.

#### 2. Can we build structures within our networking space?

No, you are not allowed to build any structures within the networking space.

#### 3. Will there be storage provided?

Due to space constraints, participating employers are strongly encouraged to store their items within their networking space.

#### 4. Can we consume meals outside of the stipulated lunch time?

Buffet lunch will be served between 11.30 am and 1.30pm behind the rock climbing wall area. Kindly proceed to the lunch venue within this time frame to ensure availability. Do ensure that there is at least one company representative stationed at the networking space throughout the event.

F&B outlets at UTown:

<https://uci.nus.edu.sg/oqa/retail-dining/food-and-beverage-utown/>

#### 5. What if we require extra furniture (TV, chairs and etc.) and customisation for our networking space?

Due to space constraints, we are not able to cater to additional requests for extra furniture.

#### 6. Can we distribute flyers and brochures to students on the Fair day?

Distribution of flyers and brochures is allowed within the allocated networking space. Delivering and receiving of promotional items can only be done so on the actual Fair day. The Organising Committee shall not be responsible for receiving any promotional items on behalf of employers. All remaining materials are to be removed after the event by 6.00 pm.



## Section 6 – Frequently Asked Questions

### Frequently Asked Questions (FAQs)

**7. Can we play light music within our networking space?**

All sound from devices is to be contained within the networking space and should not affect your neighboring networking spaces.

**8. What time does on-site registration start on the Fair Day?**

Employer registration is from 8.30 am to 9.30 am. Each participating company will receive 4 lanyards which will be placed on the bistro table located within the booth. Please wear the lanyards at all times.

**9. What is the number of representatives allowed within the networking space?**

A maximum of four (4) employer representatives are allowed per networking space. All activities i.e., interaction with students, distribution of material etc. must take place within the boundaries of the networking space. Aisles are to be kept free from traffic.

**10. Can we purchase additional parking coupons?**

Due to limited parking lots available on campus, we do not have additional parking coupons for purchase.

**11. Can we request water bottles?**

As part of NUS' sustainability efforts, we encourage employers to bring their own bottles and refill at the available water dispensers at the event venue.

**12. How many attendees may be expected for the Physical Fair?**

We are expecting more than 1,000 students from the College of Humanities and Sciences at the Fair.

**13. How can I collect students' resumes?**

While we endeavour to provide employer-unique QR codes for students to deposit their resumes during the fair, we encourage employers to post the available opportunities on our NUS job portal: TalentConnect (<https://nus-csm.symplicity.com/>) to receive resumes. Resume books will be shared with employers after the Fair.

**14. If I have any enquiries, who can I reach out to?**

You may send your enquiries to [hire@nus.edu.sg](mailto:hire@nus.edu.sg)

