Dear exhibitor at DSE Fair Lyngby 2023

First of all we are happy to welcome you to DSE Fair Lyngby 2023

Preparations for the spring fair are well under way, and we are putting in lots of hard work in hosting a fair almost as we remember it. Several arrangements are still in preparation and so some of the information in this booklet is still pending and will be updated in February.

To protect the environment, we will avoid producing a large amount of the Fair Booklet, and we have decided that you again this year will have two pages in the Pejling Career Guide when purchasing a stand in the Fair. Pejling Career Guide is a year-round product for students. Pejling Career Guide is an overview of the company attending our two fairs in relative Lyngby and Aalborg.

In the Exhibitor Booklet, you will also find guidelines for your stand as well as any practical information planned by now. In addition, the folder contains information about deadlines for submission of content for Pejling, and various practical needs. It is important that you adhere to these deadlines to avoid unnecessary complications for you during the Fair.

We strongly suggest that you thoroughly read this booklet as it answers all of the most frequently asked questions that you may have regarding your participation. Should you have questions not covered by this booklet, you are of course always welcome to contact us by email vkl@studerende.dk.

We are very proud to be known in the industry for our high levels of service during our event, and even more so considering that we are all students volunteering our time. Unfortunately, us being volunteers also means that we cannot guarantee someone is in the office when you call, as we have classes to attend. We encourage you to contact us by email instead, especially if you require a specific person.

DSE Fair Lyngby 2023 takes place March 29 and 30 2023. As always, on The Technical University of Denmark, Lyngby Campus.

We hope the Fair will lead to many fruitful conversations with students and graduates from all over the country, and we look forward to seeing you very soon.

See you at DSE Fair Lyngby 2023!

The Fair Committee

De Studerendes Erhvervskontakt

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Dear exhibitor at DSE Fair Lyngby 2023

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What is DSE Fair Lyngby?

DSE Fair Lyngby is the largest engineer-focused job and career fair in Denmark with around 10,000 visitors and up to 170 participating companies and organisations in one location. The fair is organised by Students' Business Relations (De Studerendes Erhvervskontakt, DSE) and takes place over two days each spring at the Technical University of Denmark (DTU).

DSE’s vision is to give the students a perspective on their education through the Fair by collecting several relevant engineering companies and interest organizations in the students’ daily framework at DTU.

The companies attending the fair get a unique chance to promote themselves in an effective way for the next generation of engineers, both at their own stand, through job postings in the DSE Fair Job Bank, and through social media promoting the Fair.

The students use the fair to learn about possibilities for employment, internships, trainee programs, bachelor’s and master’s projects, and for getting answers to concrete questions concerning your company.

Besides the students studying at DTU in Lyngby and Ballerup, students from Lunds Tekniska Högskola (LTH), Aalborg University Denmark (AAU), University of Copenhagen (KU), University of Southern Denmark (SDU) and other engineering colleges in Denmark are also known to be visiting the fair. DSE offers free transport to students at the above-mentioned institutions.

Deadlines

Tuesday, February 28 2023
- RSVP on the questionnaire.
  Technical requirements and meal plan.
  The questionnaire is sent in a mail.

Wednesday, March 1 2023
- RSVP Fair Dinner
  Last chance to buy extra tickets and report dietary wishes
  Registration and information for the Fair dinner will be sent in a separate mail.

Tuesday, March 28 2023
- Set-up of stand on your Fair Area.
  Access during the hours 10:00 – 20:00.

Wednesday, March 29 2023
- First day of the Fair
  Opening hours: 10:00 – 16:00.
- Fair Dinner for exhibitors and DSE volunteers.
  Event start time: 17.00

Thursday, March 30 2023
- Second day of the Fair.
  Opening hours: 10:00 – 16:00.
- Dismantling your Fair Stand
  Packing cannot begin until 16.00. Until then, the stand must appear complete and be staffed.
- All elements of your stand must be removed by 19.00.
  Please ensure that your stand builder can accommodate this.
Stand Conditions

Rent of stand equipment and elements
During the fair DSE only provides the empty space for your stand. The exhibitor must bring all stand materials such as walls, chairs, tables, roll-ups, lights, etc. If you need to rent chairs, tables or other materials, we refer to third party companies. We have limited storage space at DTU and do not have any of the mentioned materials available for rent.

The Fair Areas - Physical conditions

<table>
<thead>
<tr>
<th>Floor conditions</th>
<th>Clearance height</th>
<th>Entrance doors</th>
<th>Max load</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Hall</td>
<td>4,0 m</td>
<td>H x B: 2,0 m x 2,0 m</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>The Foyer</td>
<td>2,85 m</td>
<td>H x B 2,0 m x 2,0 m (through the Hall)</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>Oticon</td>
<td>3,0 m</td>
<td>H x B: 2,3 m x 1,9 m</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>The Tent</td>
<td>2,4 m</td>
<td>H x B: 2,0 m x 1,68 m</td>
<td>500 kg/m²</td>
</tr>
</tbody>
</table>

Rules for stand set-up and take-down
- Set-up of the stands takes place on Tuesday, March 28 in the period 10:00 – 20:00.
- Take-down of the stands happens on Thursday, March 30 in the period 16:00 – 19:00.
- All the material has to be removed after the fair including waste.
- If dismantling occurs after 19:00 on 30 March 2023, The Students’ Business Contact reserves the right to impose a fee. Reference is made here to the conditions of sale regarding dismantling.
- Set-up and take-down may under no circumstances take place outside the given time periods.
- Exhibitors may not under any circumstances affix objects to the floor, wall or ceiling, or cut into the floor carpet. DSE will hold the exhibitor responsible for any damages caused.
- DSE does not lend out any tools for set-up and take-down of stands.
- Some stands may exceed the clearance height depending on their location. If you wish to use this opportunity, it is important that you get your stand approved by DSE before the set-up.
- Contact DSE if you wish to set up particularly heavy elements, or have questions to the above.

Storage of stand materials
Upon request, DSE will arrange for storage of a limited amount of stand material (e.g. stand packaging, flight cases) during the fair. The material will be stored unattended and at the exhibitor’s own risk. Any damage sustained by material in storage is at the exhibitor’s own risk. Be aware that it is not possible to access the stored material during the fair.

Electricity and internet
- Electricity requirements have to be reported in the questionnaire no later than the given deadline to ensure that we can match your demand. Registration and deadline has been sent with the Exhibitor’s booklet version 2.0.
- DSE provides a standard three-socket power strip to every stand. If more than three appliances require outlets, you must bring additional power strips yourself.
- 400 V electricity (CEE-plugs) can be provided if ordered in time through the form-system.
- DSE provides WiFi for all companies. A single ethernet cable can be supplied if you indicate your need for this while filling out power requirements.
- Exhibitors may not make any changes to the installations (electricity and network) provided by DSE.

Distribution and set-up of materials
- Distribution of material to visitors of the fair is only allowed from the exhibitor’s own stand area.
- Due to the fire safety regulations and fire roads, the company’s counter shall be set up in the fair areas and not out to the walking area. DSE wishes that the communication between the students and the company will occur inside the stand area to avoid a crowd in the walking area and block the fire roads.

The fair stand
- For the sake of other exhibitors, DSE reserves the right to demand noise from particular noisy equipment reduced, whether the noise is acoustic, electrical or magnetic.
- Because of fire safety regulations, and to improve the flow of visitors in the fair areas, the stand and stand elements must be kept within the exhibitor’s own stand area. DSE reserves the right to move any stand elements that are not within the exhibitor’s own stand area.
- Three types of stand sizes exist. The floor dimensions are 3x4, 4x4, and 5x4 meters, respectively. The opening towards the fair area is minimum 4 meter independently of the size of the stand.

Staffing of the stand
- The fair stand must be manned at all times during the opening hours of the fair.
- To avoid an overload of visitors and staffing on the stand, DSE has decided on a maximum of company representatives on the stand based on the square meters. This means for a 3x4, 4x4, and 5x4 meter stand, the following applies to 4, 6, and 8 representatives.

Other
- DSE offers soda, coffee, tea, fruit etc. for the company representatives during the Fair. This service is included in the price of the stand. Any leftovers must be left behind when packing your stand.
- Storing and serving of any kind of alcohol such as beer or wine on the fair stands is prohibited.
- During the Fair, it is not allowed to produce food at the stand. For example, popcorn, candyfloss, or pancake machines can be a nuisance for the stands beside, and they can generate smog, which will activate the fire alarm, and an unnecessary closing of the Fair will happen.
Practical Information

Schedule for the Fair Days

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 28</td>
<td>10:00 – 20:00</td>
<td>Setting up the Fair Areas Building stands</td>
</tr>
<tr>
<td>Wednesday, March 29</td>
<td>09:00 – 10:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>DSE Fair Lyngby 2023 opens</td>
</tr>
<tr>
<td></td>
<td>11:30 – 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:00</td>
<td>The Fair closes</td>
</tr>
<tr>
<td></td>
<td>17:00 – 17:30</td>
<td>Opening of Fair Dinner</td>
</tr>
<tr>
<td>Wednesday, March 29</td>
<td>09:00 – 10:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>The Fair opens</td>
</tr>
<tr>
<td></td>
<td>11:30 – 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:00</td>
<td>The Fair closes</td>
</tr>
<tr>
<td></td>
<td>16:00 – 19:00</td>
<td>Dismantling stands and Fair Areas</td>
</tr>
<tr>
<td></td>
<td>19:00</td>
<td>Fair Area must be cleared.</td>
</tr>
<tr>
<td>Thursday, March 30</td>
<td>09:00 – 10:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>The Fair opens</td>
</tr>
<tr>
<td></td>
<td>11:30 – 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:00</td>
<td>The Fair closes</td>
</tr>
<tr>
<td></td>
<td>16:00 – 19:00</td>
<td>Dismantling stands and Fair Areas</td>
</tr>
</tbody>
</table>

Catering
- **Breakfast**
  
  Breakfast will be a buffet in Faculty Club between 9:00-10:00 on both fair days.
  There will be an opportunity to pack the lunch as to-go

- **Lunch**
  
  Lunch will be available on both fair days between 11:30-14:00.

Breakfast and lunch is included in your purchase of the fair, regardless of the number of company representatives. Yet, there can be a maximum of representatives on the stand. This means for a 3x4, 4x4, and 5x4 meter stand, you can 4, 6, and 8 representatives. All the meals must be ordered through the questionnaire, which has been sent in a mail with the Exhibitor Booklet version 2.0. The Lunch will take place in two different locations; exhibitors in The Tent are referred to the Glass Hall; exhibitors in Oticon, The Foyer and The Hall are referred to Faculty club. These two areas are seen on the Fair map (p. 9)

Security

The Fair Areas will be under constant surveillance during the days of the Fair, including set-up and packing. The Fair Areas will be locked and patrolled by security during the nights between Tuesday and Thursday.

The Fair Dinner

DSE arranges its traditional evening event Wednesday, March 29, for company representatives, company hosts, and members of DSE to celebrate a successful first day of the fair. 2 tickets per stand are included. Extra tickets can be purchased, and

Fair Map

The Fair Map on this page shows the placement of the three Fair Areas, as well as Faculty Club and the Glass Hall, where meals are served.

Please make sure your drivers know which Fair Area, your stand is located in.

Maps of each Fair Area are available in higher resolution at produkter.studerende.dk/dmlinfo
**Unloading and Parking to the Fair**

In collaboration with Lyngby-Taarbæk Kommune and Campus-Administration-Service (CAS) on DTU, we have prepared the roads to enter our Fair area to unload your material. The Hall, Tent, and Oticon entrance are illustrated in the picture below.

The entrance to the **Hall** is marked as the green line. The queue to the Hall is at the parking lot, where it is marked with "Queue to hall".

The entrance to the **Tent** and **Oticon** is marked with a purple line. Please note that the queue to the Tent and Oticon is along langs Henrik Dams Allé.

Please note that we also have marked areas where Passengers' cars, vans, and flatbed trucks have the possibility to unload this year to specific Fair areas. Please, park your car in the parking lot marking it in the yellow box with the text “Parking” during the Fair.
Parking and Queue to the Hall

It is possible for companies to park without time limit in the marked parking lot in the picture on the right. The picture on the left shows how the entrance to the parking lot looks like.

Please park at the end of the parking lot. This will make it easier for you to get to the Fair areas, as there is a path at the end of the parking lot. It will also help the trucks and vans to queue before entering the Hall.

Please queue first before entering the hall. When queuing for the hall, please stay close to the exit. There will be people present on Tuesday and Thursday afternoons to tell you when you can enter the hall.

Especially on Thursday, there are many people who want to drive into the hall to unload. To be fair to everyone, it will be “First-come-first-served” principle, and therefore we ask you to queue in this area first.

Unloading timetable for Tuesday 2023

This year we have prepared an guiding timetable to minimize queuing. The companies in the given time slot will be prioritized to enter the exhibition areas first. However, you can arrive before or after your time and can drive into the exhibition area if there is space and no one is queuing.

You are still asked to queue before entering the exhibition area. This is to ensure that you can enter the area without any problems. Our staff will be at the queuing area to let you know when you can enter.

Unloading to Tent and Oticon

Tuesday 28.03.2023:

<table>
<thead>
<tr>
<th>Lorry (lastbil)/Delivery van, varevogn</th>
<th>Personbil/ small car</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00-11.00</td>
<td>DSV</td>
</tr>
<tr>
<td></td>
<td>Andel</td>
</tr>
<tr>
<td></td>
<td>Alfa Laval</td>
</tr>
<tr>
<td></td>
<td>Convatex</td>
</tr>
<tr>
<td>11.00-12.00</td>
<td>CP Kelco</td>
</tr>
<tr>
<td></td>
<td>ABB</td>
</tr>
<tr>
<td></td>
<td>Dansk Maritime</td>
</tr>
<tr>
<td>12.00-13.00</td>
<td>Dawn Health</td>
</tr>
<tr>
<td></td>
<td>Novozymes (Varevogn)</td>
</tr>
<tr>
<td></td>
<td>ICEpower (Varevogn)</td>
</tr>
<tr>
<td></td>
<td>Brwida (Varevogn)</td>
</tr>
<tr>
<td></td>
<td>Confirm (Varevogn)</td>
</tr>
<tr>
<td></td>
<td>EPICO-IT (Varevogn)</td>
</tr>
<tr>
<td>13.00-14.00</td>
<td>Geo</td>
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<td></td>
<td>Epista</td>
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<tr>
<td></td>
<td>IT Minds</td>
</tr>
<tr>
<td></td>
<td>Danske Commodities</td>
</tr>
<tr>
<td></td>
<td>BAM Danmark</td>
</tr>
<tr>
<td>14.00-16.00</td>
<td>Leo Pharma,</td>
</tr>
<tr>
<td></td>
<td>WS Audiology</td>
</tr>
<tr>
<td></td>
<td>Nordic Sugar</td>
</tr>
<tr>
<td></td>
<td>Dalux</td>
</tr>
<tr>
<td>16.00-18.00</td>
<td>New Power Partners,</td>
</tr>
<tr>
<td></td>
<td>Netcompany,</td>
</tr>
<tr>
<td>18.00-20.00</td>
<td></td>
</tr>
</tbody>
</table>
### Unloading to the Hall

**Mandag 27.03.2023 (Only for stand constructor):**

<table>
<thead>
<tr>
<th>Time</th>
<th>Company/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>Faust Dyrbye (2 x Sættevogn)</td>
</tr>
<tr>
<td>9.00</td>
<td>Exponent (varevogn)</td>
</tr>
<tr>
<td>9.30</td>
<td>EI-Udstillinger ApS (ladvogn)</td>
</tr>
<tr>
<td>10.00</td>
<td>Sodermann Udstillingssystemer A/S (2 x ladvogn), ProShop Europe A/S (varevogn)</td>
</tr>
<tr>
<td>12.00</td>
<td>WebAL (varevogn)</td>
</tr>
</tbody>
</table>

**Tirsdag 28.03.2023:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Lorry (lastbil)/Delivery van, varevogn</th>
<th>Personbil/ small car</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00-10.30</td>
<td>Scanex A/S (lastbil), Nim Brandboard (varevogn), Cool Grey (ladvogn), Effection (Ladvogn)</td>
<td>Radiometer Medical Bain &amp; Company</td>
</tr>
<tr>
<td>10.30-12.00</td>
<td>Novataris (Varevogn), Hofor (varevogn), Forsvaret (varevogn), CG Jensen (Ladvogn), Niras (Varevogn)</td>
<td>ABCLAUSEN</td>
</tr>
<tr>
<td>12.00-13.00</td>
<td>ISC Rådgivende Ingeniører A/S (varevogn) Kalundborg Refinery (Varevogn), Dansk Ingeniørservice – DIS (Varevogn), Rockwool (Varevogn), NNE (Varevogn)</td>
<td>Shure Bavarian Nordic</td>
</tr>
<tr>
<td>13.00-14.00</td>
<td>COWI (Lastbil), Velux (Varevogn), Hottinger, Brüel &amp; Kjær (Varevogn), Edora (Varevogn)</td>
<td>Visma Mckinsey &amp; Co.</td>
</tr>
<tr>
<td>14.00-16.00</td>
<td>Awa Denmark (lastbil), CVation (Varevogn), Danfoss, AGC Biologics, Trelleborg Sealing Solutions Helsingør,</td>
<td></td>
</tr>
<tr>
<td>16.00-18.00</td>
<td>AFRY (Varevogn), Vattenfall (Varevogn)</td>
<td>Delegate</td>
</tr>
<tr>
<td>18.00-20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unloading timetable for Thursday 30.03.2023

On Thursday, everyone will want to get to the Fair areas as soon as possible to unload their empty packing material. To be fair to everyone, we operate on a first-come-first-served principle, and therefore we ask you to queue.

**Remember that the queue for the Tent and Oticon is a different place than the queue for the Hall.**

As it looks like now, there will be a bigger queue to entry the Hall. Therefore, we ask those of you who do not need to use the ramp, e.g. cars or vans, to use the area marked on p. 12 for cars and vans only to the hall.

We have still tried to prepare an indicative timetable for the Hall, which companies we have prioritized to be able to unload first, as they have registered to deliver empty goods.

**Thursday 30.03.2023 (The Hall):**

<table>
<thead>
<tr>
<th>Time</th>
<th>Lorry (lastbil)/Delivery van, varevogn</th>
<th>Personbil/ small car</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.00-16.30</td>
<td>Faust Dyrbye (2 x 30 min)</td>
<td>Radiometer Medical Trelleborg Sealing Solutions Helsingør</td>
</tr>
<tr>
<td></td>
<td>EI udstillinger (10 min)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ProShop Europe (15 min)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exponent (25 min)</td>
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<tr>
<td></td>
<td>Scanex (45 min)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nim Brandboard (30 min)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WebAL (15 min)</td>
<td></td>
</tr>
<tr>
<td>16.30-17.00</td>
<td>Velux (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Simcorp (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ISC Rådgivende Ingeniører (Varevogn)</td>
<td></td>
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<tr>
<td></td>
<td>AFRY (Varevogn)</td>
<td></td>
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<tr>
<td></td>
<td>CVation (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dansk Ingeniørservice – DIS (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edora (Varevogn)</td>
<td></td>
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<tr>
<td></td>
<td>Forsvaret (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Novataris (Varevogn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vattenfall (Varevogn)</td>
<td></td>
</tr>
</tbody>
</table>
Wardrobe at the Fair

After a significant demand for a cloakroom for the company representatives during the Fair, we have moved the cloakroom to a meeting room in the meeting center, just below the Faculty Club. We have decided this, so the company representatives and the students have a place to put their jackets. We have marked the location in the cloakroom below with a green arrow and will sign it on the day.

Waste Management at the Fair

Waste, such as cardboard, plastic, etc., from setting up/preparing the fair stand and taking down the fair stand must be sorted and thrown out at one of DTU’s Waste islands, which is marked as the two orange boxes in the picture below. Remember that the stand must be delivered in the same form as it was received. This means that all waste must be removed from the stand.
Pejling

All of our customers are offered a spread in Pejling 2023.

By purchasing a stand at the Fair, you receive a spread in Pejling running for two semesters, free of charge. The deadline to be a part of the Pejling Career Guide is February 1, 2023. Pejling Career Guide is a company career guide book for engineering students produced by DSE. It includes several companies’ profiles, guides, and relevant articles for the students. Just before the Fair, we will publish a small Fair Booklet with only the most relevant pages from the original Fair Catalog.

Pejling 2023 is published in English only.
The articles and other content of Pejling 2023 is in English. You are welcome to design your page in either Danish or English.

The Information Page
The Information Page will include your company name and website, a catchy heading of your choosing, the usual colour coding of relevant study lines, where to meet you through DSE, and your text paragraphs.

Two of the three paragraphs have fixed headlines depending on your chosen language. The final paragraph gets a headline of your own choosing:

Om os / Our company: ca 500 characters
Vi sager / We are looking for: ca 500 characters
Third paragraph: ca 800 characters

The Advert Page
For the Advert Page, we need you to deliver an image in .ai or .pdf with dimensions 178 mm tall and 200 mm wide. The image must have 5 mm bleed and be in CMYK. Besides the image, the Advert Page will include your corporate language, number of employees, and a map of your primary locations in Denmark.

Delivery
You should have received a separate email with a template and a guide on how to send in your material. Everything must be delivered to DSE by February 1 2023 to make it into the Spring edition of Pejling 2023. DSE reserve the right to cut a company spread if the material is not received in a timely matter. When we have your contributions, we will produce your company spread and send a pdf to you by email for you to apply corrections.

Further questions on Pejling should be directed to katalog@studerende.dk.
Promotion

DSE actively promotes the fair on social media, on DTU Lyngby and DTU Ballerup, and through any other channel available to us.

You are most welcome to share your participation with your own followers. Should you wish to link your posts to DSE’s promotional campaigns, please use the following tags and links.

Instagram
@dse.dtu
#dsemesse23
#dselyngby

Facebook
DSE Lyngby
Facebook Event

LinkedIn
Student Business Relations

Company Takeover on Instagram

---No more spot-----
The company could take over our Instagram last year, where the students get a better insight into the company before the Fair.
This is also possible this year; if interested, please email vkl@studerende.dk.

We point out, that there are only the possibility for company takeover in February, since there are no spaces left in March.

DTU Career Hub

We are collaborating again this year with DTU Career Hub to ensure the best possible visibility for your job postings.

DTU Career Hub is the official job portal for students and alumni at DTU, and is widely known as a good place to find jobs and internships. Companies have the opportunity to get in touch with students and recent graduates here at DTU Career Hub. You can target your offers to specific segments and thus achieve a more efficient recruitment process and improvement of your employer branding.

A page will be created at DTU Career Hub which collects job postings from all exhibitors at DSE Messe Lyngby 2023. The page goes live on March 14, 2023, and is updated as new job postings are entered.

The system can be accessed via dtu.dk/careerhub
If you don’t already have a user, you’ll be prompted to create one.

DTU have created an easier entry on dtu.dk for companies that would like to get in touch with students from DTU, via the link: dtu.dk/samarbejmedstuderende

DTU Career Hub handles the entire process, and we therefore ask you to contact them through their website if you have any questions.
**Company Presentation**

During the Fair, it will be possible to give a company presentation.

The presentations should concern current projects, or about being a newly graduated in the company. These guidelines are made, to make sure that the presentations are catchy and relevant for the students. The presentation must maximally be 20 minutes (including question time)

**Practical information**

The presentations take place in DTU Library. On both fair days, the day’s program will appear on info screens and posters all over the exhibition area, which will guide the students to the lectures. In addition, the lectures will be announced over the loudspeaker system of the exhibition areas.

**Registration**

It costs DKK 2,000 excl. VAT to purchase a Company Presentation. Registration must be done via vkl@studerende.dk.

The number of lecture times is limited to 5 presentations per fair day, and is awarded on a “first come, first served” basis.

When registering, a title and a brief description of the lecture at a maximum of 700 characters are obtained. The company presentation are advertised in the fair handbook, at the fair Facebook event and at DTU Library.

**AV-equipment**

Projectors and sound will be available at DTU Library, where a presentation must be sent vkl@studerende.dk no later than Monday 13 March 2023.

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**JobTeaser**

This year, DSE is collaborating with JobTeaser to create a digital layer for the physical fair. This means that all companies must set up a digital stand before 15 March 2023. On March 15, the digital lobby will open to visitors.

The digital layer gives everyone with a JobTeaser account the opportunity to find information about the companies participating in the DSE fair, as well as the different opportunities the different companies offer. Companies that have previously participated in events with Graduateland, which are now part of JobTeaser, can use the same account to log in. For companies, there are the following advantages of the online stand:

- The opportunity to introduce and inform about the company to the students two weeks before the fair.
- Post relevant jobs online.
- Get statistics on how many people visit the online stand and what background the visitors have.

Each company can print and bring their own personal QR code, which is issued by JobTeaser. This gives the student the opportunity to scan the code on the stand, and thus directly go in and see info, job postings and ‘connect’ with the company in question. Students who ‘connect’ during the fair, you can subsequently reach out to the platform and enter into a conversation. You can thus encourage exciting candidates to scan your QR code and in this way continue the conversation online after the end of the fair.

Follow the links below to create the digital stand.

For businesses that don’t have an existing account: https://events.jobteaser.com/da/recruiter/signup

For companies that have an existing account on a Graduateland platform: https://events.jobteaser.com/da/recruiter/login/

By following the link below, you will be guided to a Knowledge Base. Here you will find a collection
Sponsorships

Format of sponsorships
A sponsorship can take many forms. These are some examples of previous sponsorships:

- A prize raffled off by DSE during promotional events
- Bottles of water distributed to students and/or companies all over the Fair
- A gift with your logo on it for visitors filling out the guest eval.

Target groups
By sponsoring DSE, your brand will reach both students, companies, and company representatives. Visitor numbers of previous years show ca. 10,000 visitors during the Fair, and the Fair is actively promoted through multiple channels. You have a hand in choosing if you want to target a specific group, or everyone at once.

Graphic visibility
DSE offers to include your logo in our page of sponsors, both in Pejling and in the Fair Booklet. You will also be included in posters, slideshow during the Fair, and in material distributed to other exhibitors.

Contact
Do you want to know more about sponsorships at DSE Fair Lyngby 2023? Email us at vkl@studerende.dk with "Sponsorship" in the header.

Do you need someone to build your stand for DSE Fair 2023?

We are collaborating with LJ Expogate A/S to deliver materials for our Fair 2023. LJ Expogate A/S has built stands for companies at our previous fairs for many years and will do so this year.

If you need a company to build your stand and make your DSE Fair 2023 successful, we will recommend LJ Expogate A/S.

They can offer the following services and products:

- Flooring of all kinds
- Exhibition partition walls
- Lightning and audio/-visual equipment
- Signs and graphics
- Furniture and inventory
- Set up and take down the stand
- Technical support, projecting, and coordination
- Can produce baseball caps, black or white with logo incl. same colored logo for:
  - DKK 42 per piece when ordering a minimum of 100 pieces
  - DKK 34 per piece when ordering a minimum of 250 pieces
  - DKK 32 per piece when ordering a minimum of 500 pieces

If you are interested, you can contact LJ Expogate A/S for a non-binding offer:

Claus Bo Rasmussen
(+45) 2887 0191
cbr@ljexpogate.dk

You can also visit their homepage to get more inspiration: www.ljexpogate.dk
**Fair Badge**

At the fair, the students have the opportunity to stick a Fair Badge on them, so you can quickly spot the potential candidates and programmes. Because you can improve yourself even better at the fair this year, you can see the various Fair Badges on this page.

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**See you at the Fair**

March 29 and 30, 2023

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**Adresses**

DSE Fair Lyngby 2022 takes place at
Technical University of Denmark
Anker Engelunds Vej 1, 101
2800 Kgs. Lyngby

The DSE Lyngby office
De Studerendes Erhvervskontakt
Anker Engelunds Vej 1, 101E
2800 Kgs. Lyngby

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