



DatE-IT

Data | Elektro | Informationstechnik

Welcome to DatE-IT 2023

Information to hosts

Introduction

- We are so happy that you wanted to become a DatE-IT host. This year our fair will host over 80 companies.
- DatE-IT is a fair which is built on the help that we receive from you students! Please remember that you help us create this fair and we greatly appreciate each and every one of you!

Sincerely

The DatE-IT team

This presentation is directed to all of our hosts however you only need to read the part that is dedicated to the type of host that you have been assigned to!





General information

All of you who will be representing DatE-IT at the fair will borrow a shirt. This shirt should be returned to us at the end of the fair

The host presents are distributed at the end of day the 14th of november. If they arrive on time...

As a host you have a guaranteed ticket to the banquet. There will be a three course dinner with drinks included. There's no special dress code. The banquet will consist of around 50/50 students and company representatives.

You will receive your banquet ticket at the beginning of your first time slot. Please take care of your ticket as we can not guarantee replacement tickets.

As a host you have the perk of being able to have access to the lounge. You will receive a lounge pass at the beginning of your first time slot that you will need to access the lounge. There you can rest while working and also take some of the fika and breakfast.

While working at DatE-IT you will be provided with food and drink.

Being a DatE-IT host has some perks as you also have a first chance to get one of the goodiebags!

Company hosts



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Company hosts

Every host will be having contact with 3-4 companies before and during the fair.

You are only supposed to help companies with reasonable tasks relevant to your role. If your company expects you to i.e get them coffee and treat you unreasonable please contact the DatE-IT team! You are not supposed to be a servant for the companies.

If there are any questions that you can not answer. Rather communicate that you do not know the answer and contact our Business Contact Mikael Motin: mikael.motin@date-it.se

Most of the time, the companies handle themselves independently so you only need to be close to the fair if your company calls for you. A good idea is to give the company your phone number so that they can reach you at any given time.



Company hosts

Before the fair you are expected to:

- Contact your companies and introduce yourself before the 8th of November
- Answer questions from your companies.
We will provide you with answers to the most frequently asked questions (Slack)
- Research your companies beforehand so that you know what their work involves

During the fair you are expected to:

- Arrange a time to meet your companies and help them with the check in.
- Assist your companies with booth preparations and takedown
- Answer questions from companies and be “on call” throughout the day
- Help with one preparation or cleanup timeslot

Social hosts



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Social hosts

- 2 time slots
 - First time slot: 07:00 - 12:00
 - Second time slot: 12:00 - 16:30
 - Important: Meeting 07:30 for ALL social hosts
 - A runthrough of the fire and safety protocols at the fair
 - Allocation of work tasks, preparation
 - Contact liam.mayor@date-it.se if you are unable to attend the morning meeting
 - Short meeting for second time slot before shift.
- 4 different stations - Wardrobe, Lounge, Safety, Information
 - Will be assigned a station & switch to another during your shift
- 30 minutes to prepare for first time slot and 30 minutes to clean up for second time slot
- For second time slot hosts: Make sure to eat lunch before your shift
- No scheduled breaks - Take one when you feel like it and make sure that a person is covering for you

Logistics hosts



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Logistics hosts - Tasks

- Lay carpets
- Move furniture
- Set up decorations and posters

- Wear clothes suitable for heavy work
- Working gloves and knee protection will be provided
- Tip! Bring a water bottle!



Logistics hosts - General

- Meet in SB-Multisal at the beginning of each timeslot
- Your attendance will be checked there
- One meal per time slot!

- If you have the possibility to take extra time slots, we would appreciate it!



Schedule logistics

Saturday 11/11

Afternoon 13-17

Evening 17-21

Sunday 12/11

Morning 9-13

Afternoon 13-17

Evening 17-21

Monday 13/11

Morning 8-12

Relevant links for all of our hosts!

Catalogue: <https://date-it.se/catalogue>

Our social media: dateit.chalmers on instagram and “arbetsmarknadsdagen DatE-IT” on facebook

Food allergies form: <https://tinyurl.com/dateitfood>

Slack: <https://tinyurl.com/dateithost>

If you no longer can be a DatE-IT host please send an email to: oscar.sjocrona@date-it.se

Slack QR



Questions?

