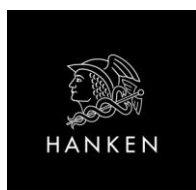


# Guide for Company Representatives

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## Guide for Company Representatives

In this guide you will find practical information concerning the Hanken Network Day. We hope this guide will help you with your Hanken Network Day preparations. Should you have any additional questions related to the Hanken Network Day, we are here to help you.

**See you at Hanken School of Economics on 22<sup>nd</sup> of September 2011!**

Kind regards,  
The Hanken Network Team

Hanken Network Day web page: [http://www.hanken.fi/public/en/hanken\\_network\\_day](http://www.hanken.fi/public/en/hanken_network_day)

Hanken School of Economics / Ekonomforum Career Services

Mobile phone: + 358 40 3521541

E-mail [ekonomforum@hanken.fi](mailto:ekonomforum@hanken.fi)

[www.hanken.fi/ekonomforum](http://www.hanken.fi/ekonomforum)

### Hanken Network Day location



- Hanken School of Economics
- The Central Railway station

## **Hanken Network Day Schedule**

<b>10.30-11.30</b>	Hanken Network Day area is opened for preparations
<b>11.30-11.45</b>	Opening of Hanken Network Day, speech by Tom Berglund
<b>14.00-14.30</b>	Inspirational speech
<b>15.00</b>	Networking at Hanken ends
<b>18.00</b>	Networking at Casa Academica begins, pre-dinner cocktail party
<b>19.00-</b>	Dinner party at Casa Academica

## **Practical Information**

The Hanken Network Day-area is located in Hanken's entrance hall on the first floor. The entrance is through the main doors on Runeberginkatu.

Hanken School of Economics is situated in the heart of Helsinki, the address is:

*Arkadiankatu 22  
00100 Helsinki*

The distances in downtown Helsinki are short and it is only some five minute walk from the Central Railway Station.

Hanken Green Office recommends you to use public transportation (trams and buses) or taxis. Parking areas are hard to find in the nearby area around Hanken.

The Hanken Network Day is a networking opportunity in an informal environment. No official fair stands will be put up for the company representatives. Hanken will instead provide you with small "sitting-groups" where you can lay out possible materials and around which you can sit and discuss openly with our students. You will also have space to put up a roll-up beside your table if you wish to. Electricity and wireless internet-connection will be provided.

Since no official fair stands are put up, the main hall will be opened for you one hour before the Hanken Network Day starts for preparations before the students arrive.

## **Speed interviews**

You will have the opportunity to have speed interviews where you will meet students and have short (10 min.) intensive interviews. You can present recruitment, internship and career possibilities at your organization as well as present upcoming trainee programs. The service includes the use of an auditorium and the use of AV equipment for 60 minutes. In other words there will be time for six speed interviews per company.

The price of the service is 790 € + VAT 23%. (*The service is free for Partner and Premium Partner companies*).

We will take care of the marketing of the event as part of the Hanken Network Day marketing, and if you wish, you can also order direct mailing (see Targeted Mail to students below). There are only a limited number of time slots available. Please sign up for a speed dating session in the registration form.

## **Targeted mail to students**

You may also invite a selected group of students to your stand or company presentation. We will select the suitable students according to the criteria you define (e.g. the major study subject or the number of study credits) and contact them via e-mail.

*(The service is free for Partner and Premium Partner companies).*

By mail 5 €/person + VAT 23%.

By email 2 €/person + VAT 23%

## Hanken Network Day's dinner party

After the fair, company representatives are invited to meet students, faculty and colleagues while enjoying a nice dinner in the Student Union's facilities at **Casa Academica**. Casa Academica is situated in the building next to Hanken. The address is:

Hietanimenkatu 7  
00100 Helsinki



The dinner party is a great chance to network with students and faculty in an even more relaxed environment. The evening will be free of charge for two company representatives. If you wish to bring more people from your company the price is 25€ per person. The dress code for the evening is business casual.

*Please register at the same time as you sign up for the Hanken Network Day.*

## Student Groups Visiting Hanken Network Day

We will invite all 2000 students of Hanken School of Economics to the Hanken Network Day.

## Computer and Wireless Network

The IT services of Hanken School of Economics provides the companies a wireless Internet connection during the Hanken Network Day. Instructions will be distributed to you on the Hanken Network Day morning.

## Lunch and Dinner

Lunch for **two** company representatives will be included in the Hanken Network Day package. The lunch is served in Fazer Amica in Hanken's first floor. Lunch for more people will be served in the same restaurant at a cost.

The dinner party is also included in the Network Day package. The dinner party will be held in the Student Union's facilities in Casa Academica. Please register for the dinner party when registering for participation on Hanken Network Day.