



# Search Associates

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From Senior Associate: David Cope  
To: Heads of Schools

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## DUBAI RECRUITMENT FAIR 5-7 MARCH 2009

The Renaissance Dubai Hotel, PO Box 8668, Dubai, UAE  
Tel +9714 262 5555 Fax +9714 262 2463

### Dates/Times

Heads of schools and other interviewers register at the Search Associates office in the hotel on Thursday 5 March 2009, preferably between 9.00 am and 3.30 pm. Arrival on either Wednesday night (4 March) or Thursday morning (5 March) is recommended - you need the Thursday to review candidates' files thoroughly. Individual consultation time with Search Associates will be available.

### Provisional schedule

<b>Thursday 5 March:</b>	6.30 pm	Brief recruiters' meeting, followed by Welcoming Reception.
<b>Friday 6 March:</b>	8.30 - 9.15 am	Candidate briefings (recruiters <u>not</u> required to attend).
	9.30 - 11.15 am	Sign-up session, fixing interview times.
	All afternoon	Series of 30-minute school presentations.
	7.00 - 9.00 pm	Reception (cash bar) for all recruiters and candidates.
Friday after 11.15 am and throughout Saturday		Individual interviews as arranged.
<b>Saturday 7 March:</b>	7.00 pm	Dinner for recruiters and spouses, guests of David Cope.

Best departure time – not before the afternoon of Sunday 8 March 2009.

### Hotel charges

Please settle direct with the hotel. Special SEARCH ASSOCIATES fair rates:

1-bedroom Suites	Dhs 2400 per night,
2-bedroom Suites	Dhs 3000 per night.
Club Rooms	Dhs 1350 single/1500 double per night.

Rates include full breakfast, but exclude 20% tax/service charge. Private interview rooms also available (please contact the hotel direct about options available and costs). (Exchange rate about Dhs 3.67 = US\$ 1.00). Recruiters are encouraged to apply early for the Suites (excellent for interviews) – 25 are reserved for recruiters up to 5 February 2009.

### Hotel booking

Direct with Ms Sheena Randhawa at the hotel, indicating that you are a school recruiter attending the Search Associates fair. Use either the online booking facility or the downloadable reservation form. No travel agency intermediary, please – the hotel's highly reduced Suite and Club Room rates leave no room for agency commission. Book early, **at the very latest by 5 February 2009**.

### Travel

Make own arrangements early, as flights in and out of Dubai can be very busy. Notify hotel of arrival time to ensure complimentary bus to the hotel from the airport.

### Visa

Many passports require no visa for the UAE (see full list on Search Associates Dubai Fair web page). If you do need a visa, approach your nearest UAE embassy **or** arrange your visa via the Renaissance Dubai Hotel. Allow at least one week; for some nationalities visas take longer.

### Fair registration

If you have not already received an invitation to register online for the fair, e-mail David Cope to confirm your plans and request an invitation. **Registration no later than 31 January 2009 is greatly preferred. After that date recruiter places may well be limited.** The fair registration fee due is payable within 15 days of your online registration for the fair.

I look forward to welcoming you to the Dubai 2009 Fair.

David Cope

# SEARCH ASSOCIATES

## DUBAI - MARCH 2009 - RECRUITMENT FAIR

### Conditions pertaining to Recruiters

1. Registering online for a recruiter place by 31 January 2009 is requested. Later registrations may be possible if absolutely necessary – please contact David Cope as early as possible, preferably by e-mail to [dr.cope@virgin.net](mailto:dr.cope@virgin.net) or by telephone +44 1954 231130.
2. Once you have registered and had your place confirmed, candidates expect your school to be there, so please do not withdraw.
3. The registration fee for the 2009 Dubai fair is £ 350 pounds sterling per school (one interviewer), with a further fee of £ 250 pounds sterling for each additional interviewer payable. Fees are payable within 15 days of your online registration for a recruiter place at the fair.
4. All schools attending the 2009 Dubai fair must please have visited the Search Associates website (start on page [http://www.search-associates.com/recruiters/school\\_application.cfm](http://www.search-associates.com/recruiters/school_application.cfm)) and completed ALL sections of the School Information questionnaire there plus “Number and Type of Openings”. **Please keep updating your list of vacancies on your Search Associates web entry as necessary.** For any help or advice you may need, please e-mail [dr.cope@virgin.net](mailto:dr.cope@virgin.net).
5. All recruiters must interview in the hotel and, to do so, require a hotel room or suite (rates on page 1). Recruiters from schools in Dubai do not need to stay at the hotel, but must book either a bedroom, a suite or a day meeting room at the hotel for interview purposes.
6. The usual code of school and interview ethics applies. Please be entirely honest about the school, the post if known and all conditions. Uncertainty about whether or when a vacancy may emerge, and delay in communicating with candidates after the fair, are fully understandable and acceptable provided that they have been clearly explained to candidates at interview. Please let Search’s senior associates at the fair have the same information about any uncertainties and the expected timing of any later decisions.
7. Candidates will be told firmly that their word is their bond, and the same applies to interviewers. Verbal offers are binding. No candidate should be put under pressure to accept an offer before completing all Dubai fair interviews, and giving candidates a longer period for consideration of an offer is preferable.
8. Registration for this fair involves an undertaking on the part of a school to meet a placement fee in UK pounds sterling (GBP) equivalent to US\$ 1050 (calculated on the invoice date) + GBP 100 UK surcharge\* for each Search Associates teacher candidate hired by the school. In the few cases where an administrative appointment is made (Head, Deputy, Principal, etc.) the placement fee due is the UK pounds sterling (GBP) equivalent of US\$ 1800\* (calculated on the invoice date) + GBP 100 UK surcharge\*.  
\* Note: a surcharge of GBP 100 is added to the UK pounds sterling (GBP) equivalent amount of each placement fee due to UK law which disallows charging fees to candidates.
9. For all fee payments resulting from the Dubai fair, settlement in pounds sterling (GBP) by direct bank transfer is always greatly preferred. Payment details are fully explained on fee invoices.

David Cope