

# Search Associates Bangkok-January 2009 Recruitment Fair

## 10-13 January 2009

### SCHOOL RECRUITER Information

**Organizer:** Michael Williams (assisted by Harry Deelman)

**Venue:** **The Royal Orchid Sheraton Hotel & Towers**  
 2 Charoen Krung Road So 30 (Captain Bush Lane)  
 Siphya, Bangrak, Bangkok 10500  
 Tel (from overseas): +66 2 266 0123  
 Fax (from overseas): +66 2 236 8320  
 Website: [www.sheraton.com/bangkok](http://www.sheraton.com/bangkok)

If your school is interested in recruiting at this Search-Bangkok (January 2009) Recruitment Fair and your school has not received an invitation yet, please contact  
[Michael Williams](mailto:Michael Williams)

The number of recruiting schools will be limited to 95. A waiting list is being established.

**Fair Schedule:**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>	<b>Comment</b>
<b>10 January Saturday</b>	9:00 a.m. – 12:00 noon	Recruiter Fair registration	Foyer floor 2, Riverside 5	Reviewing files and extending early written invitations to candidates for interviews
	1:00 p.m. – 4:00 p.m.	Candidates arrive	Foyer	Candidate registration / orientations
	6:00 p.m. – 7:00 p.m.	Recruiter orientation	Riverside 5,6	
	7:00 p.m. – 8:30 p.m.	Recruiter social	Giorgio's Terrace	Recruiters and spouses only, food and drink provided
<b>11 January Sunday</b>	8:30 a.m. – 9:00 a.m.	Recruiters set-up for interview sign-up session	Ballroom	
	9:00 a.m. – 11:00 a.m.	Interview sign-up session	Ballroom	
	12:00 noon – 7:30 p.m.	Interviews		As arranged by recruiters (in hotel rooms or common areas)
	12:00 noon – 7:30 p.m.	School presentations	Riverside 3-7	30 minutes presentations by each attending school (optional)
	7:45 p.m. – 9:30 p.m.	Reception / social	Garden Pool	For all candidates and recruiters (cash bar)
<b>12 January Monday</b>	8:00 a.m. – 6:00 p.m.	Interviews		As arranged by recruiters (in hotel rooms or common areas)
	8:30 a.m. – 6:30 p.m.	School presentations	Riverside 3-7	30 minutes presentations by each attending school (optional)
	6:30 p.m. – 8:30 p.m.	Recruiter dinner	Giorgio's Restaurant	Buffet and drinks – recruiters and spouses only
<b>13 January Tuesday</b>	8:00 a.m. – 6:00 p.m.	Interviews		As arranged by recruiters (in hotel rooms or common areas)

## How to apply for a place as a Recruiter at Search Associates' Bangkok-January Fair:

1. Contact Michael Williams to request an invitation. E-mail: [search@mdwilliams.net](mailto:search@mdwilliams.net). There are limited spaces for schools, and a waiting list is established. Invitations will be e-mailed to invited schools.
2. Once you have confirmed your acceptance of the invitation to this fair, **register your school's vacancies electronically and add information about your school and its hiring policy to the Search Associates Schools Database**. This will allow teachers to see that you will be interviewing at the Bangkok-January Fair and will allow you password-protected access to the Search Associates Candidate Database to review teacher candidates' details in advance of the Fair - a free service to all schools attending at least one Search Associates Recruitment Fair.

**Note: You complete the electronic registration ONCE only for ALL Search Associates Fairs.** Thereafter we request that you update the information on your school's vacancies regularly. You will have password-protected access to your own school's online information in the Search Associates Schools Database.

## Accommodation / Interview Rooms:

All recruiters **must** interview at the Royal Orchid Sheraton Hotel & Towers, where Search Associates has arranged an advantageous room rate. Absolute deadline for Royal Orchid Sheraton bookings: **15 November 2008, but best before October** - See **Note** below.

**Hotel Booking** (only after you have received a confirmed invitation emailed to invited schools by Michael Williams):

\* **Bookings must be made using the Royal Orchid Sheraton's online reservation system** (provided only in the Bangkok-January Fair invitation):

Please note that the hotel could be fully booked by December, so we strongly recommend that reservations be made EARLY (Sept / Oct 2008), and no later than 15 November 2008. Although bookings can be made after 15 November 2008, Search Associates and Royal Orchid Sheraton Hotel and Towers cannot guarantee the preferred rate if late bookings are made.

\* Your booking must be guaranteed by credit card. Book earlier than the final deadline noted above. Cancellations can be made without penalty until 15 October 2008; beyond this date, there is a cancellation fee equivalent to one night's stay. **Please note: Any no show or cancellation that occurs within 14 days prior to the arrival date is subject to the entire stay room charge and will be billed and charged to the individual guest's account or credit card guarantee.**

**Hotel Charges:** To be settled directly with the hotel on departure

Hotel Room Rate Period: January 9-14, 2009

<b>Room Prices:</b>	<b>Single rate</b>	<b>Double rate</b>
<b>Deluxe River View Room</b>	6,830 baht	7,300 baht
<b>Executive Suite Room</b>	9,180 baht	9,660 baht

All of the above prices are inclusive of 10% service charge, 7% government tax, and American breakfast.

## Travel:

**Make own arrangements early; flights in and out of Thailand can be very busy.**

## Visas:

Many participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent and/or nearest Royal Thai embassy / consulate in good time.

### Conditions pertaining to Heads/Interviewers:

1. Attendance at this fair is by invitation only. Once an invitation is extended, payment of the US \$600.00 (+ \$300.00 per additional interviewer) by 15 October 2008 will secure the placement. Any unconfirmed place at that date may be given to a school on the "Waiting List" for the Bangkok Fair.
2. Having booked, candidates will know your school is coming, so please do not withdraw.
3. Please update your school vacancies regularly for accuracy. Candidates are visiting the Schools Info/Opening section on a daily basis.
4. All heads/interviewers must interview in the Royal Orchid Sheraton Hotel, and to do so, room reservations must be made via the Sheraton online room reservation system. The nights of 10, 11, and 12 January are essential, and the nights of 9 January and 13 January are strongly recommended.
5. The usual code of school and interview ethics applies. Please be entirely honest about the school, the post, if known, and all conditions. Uncertainty regarding whether or when a vacancy may emerge and delay in communicating with the candidates after the Fair are fully understandable and acceptable if stated and explained to candidates at interview. Please record the same information about uncertainties and expected timing of later decisions with Search Associates at the Fair.
6. Candidates will be told firmly that their word is their bond, and the same applies to interviewers. **Verbal offers are binding.** A standard-form "Letter of Intent" will be available at the Search desk for your optional use. Many schools use their own form or provide contracts at the fair.
7. As a general guideline, whenever practical, no jobs should be offered until the recruiter has interviewed all candidates who have been firmly promised interviews for that job.
8. Schools will provide candidates with reasonable time to decide upon an offer of employment. This means that a candidate will have up to three days to decide upon an offer made at the fair or by noon on Friday, 16 January 2009, whichever comes first. This timing applies only when the candidate feels that more time is needed to make a decision. This timing also makes it possible for recruiters to offer the same position, if necessary, at the next fair or in a timely manner to other candidates should the offer be declined. Both candidates and recruiters should understand that agreement to these timing arrangements is a condition of participating in the fair. Candidates are encouraged to research schools in advance, whenever possible, so that decisions can be made promptly. Recruiters are encouraged to have ample information available in print, including complete sample contracts, to give to candidates to expedite this decision-making.
9. By registration agreement with Search Associates, a school agrees to pay the placement candidate fee for any Search Associate intern, teacher, or administrator hired by the school. Should a candidate's partner be hired at the fair or within one year of the fair, the school agrees to pay this candidate fee as well.
10. Please keep in touch with Search Associates to strengthen and speed up your appointments for future vacancies.

We look forward to welcoming you at the Search Bangkok-January 2009 Fair.