



Institute of
Business Administration
Karachi



IBA
Placement
Society



IBA
C  **REER**
FAIR '17
partnering for success

11th March 2017
IBA MAIN CAMPUS

REGISTRATION & PAYMENT PROCESS

Registration Process

A. For Major Partners

These steps will be followed:

DEADLINE	DESCRIPTION
25th February 2017	Fill in the Google Form (Link provided in the email)
27th February 2017	Payment of Partnership Amount
25th February 2017	The partner sends in details of the position for which interviews will be conducted.
1st March 2017	The partner sends the details of the shortlisted individuals who shall be interviewed.

B. For Companies registering the booths only

These steps will be followed:

DEADLINE	DESCRIPTION
25th February 2017	Fill in the Google Form (Link provided in the email)
27th February 2017	The company sends in details of the position for which interviews will be Conducted along with the email ID where the CVs are to be forwarded.
27th February 2017	Payment of the booth according to the size of booth required by the company.
1st March 2017	The company sends the details of the shortlisted individuals who shall be interviewed.

Other Details:

- Registration will be confirmed only after the complete registration and payment.
- Booths will be provided only after complete registration and payment. Note that only major partners will be given a choice to select their booth location.
- Organizations can register for more than one booth.
- A total of **4** people are allowed per booth to ensure a smooth space allocation process. We will appreciate your co-operation in this regard.

Payment Procedure

Organizations participating in the IBA Career Fair 2017 are required to fill out the confirmation form attached and return the **Confirmation form** along with the **Cheque** in the name of "IBA Karachi" of the precise amount which is agreed upon by

- **February 27th, 2017 (for major partners)**
- **February 27th, 2017 (for standard booths payment)**

on the following address:

Director Finance

Finance Department,
1st Floor, Fauji Foundation Building
IBA, Main Campus, University Road, Karachi 75270

- **Payment to be made via a Cheque in the name of "Institute of Business Administration Karachi".**
- **The amount will depend on the number of booths registered or the partner sponsorship package agreed upon**
- **IBA is a tax exempted institution, therefore amount mentioned on Cheque should not deduct any tax amounts**
- **50% cancellation charges for any reason that the organization cancels its participation**
- **Booth locations and interview slots will be allocated on first come first serve basis**
- **Organizers reserve the right to make slight changes in booth size.**
- **It is advisable to write "IBA Career Fair" on the envelope while mailing due to administrative reasons.**

For further information, please feel free to contact the undersigned. Looking forward to hearing from you.

Regards,
Maham Saqib
Manager

Maham Saqib
Manager
IBA Career Fair' 17
M: 0308-2204240

Khawaja Taha Abbas
Assistant Manager
IBA Career Fair' 17
M: 0321-2262522

Marzia Bilwani
Treasurer
IBA Career Fair' 17
M: 0302-8253858

Hibbah Irfan
Executive Council Member
IBA Career Fair' 17
M: 0334-2517066

Email: placementsociety@khi.iba.edu.pk

Confirmation Form

Name of the Organization: _____

Address: _____

Phone No. _____ Email: _____

Name of Representative(s) at Booth _____

On behalf of the above mentioned organization I confirm and undertake:

- That the above mentioned organization will be participating in the IBA Career Fair 2016
- To abide by all the terms & conditions including cancellation charges mentioned
- That IBA will not be responsible for any loss that the organization may suffer as a result of a cancellation of event by IBA
- That each registration is for one stall only, for additional stall the company would have to register separately (If registered as Lead or Platinum partner, 2 stalls are included in the partnership package)

Name: _____

Designation: _____

Email: _____

Mobile No: _____

Signature: _____

Date: _____

Stamp of the Organization: