

Subject: CAO updates – Autumn Conferences, CAO Handbook and CAO website

Dear Guidance Counsellor/Principal,

I hope this email finds you well.

I would like to take this opportunity to provide some updates in relation to the CAO Handbook, CAO website and the IGC/HEI/CAO Autumn Conferences.

### 1. **2023 CAO Handbook**

In mid-September, CAO sent all schools a mailing containing 5 CAO Handbooks, a CAO Important Dates and Handbook poster, and some HEAR/DARE handbooks and information literature. If your school is not on our mailing list, or if your delivery was not received, please contact us via the Contact facility. A copy of the letter included with this mailing can be viewed in the Guidance/Schools section of [www.cao.ie](http://www.cao.ie)

The **personalised version of the CAO Handbook** was made available on the CAO website on 21 September - to view, go to [www.cao.ie/handbook](http://www.cao.ie/handbook). The PDF version is also available to download from this section. A short video guide explaining how the personalised handbook works can be viewed by clicking on the following link: <https://vimeo.com/757583742>

We hope that your students will find the option to personalise, save and share their own handbook to be extremely valuable. For those who choose to download the desktop/mobile shortcut, it is possible to view the handbook instructions and previously selected courses whilst offline. If a student does not want to register for a Handbook account, they can use the 'Show me everything' option to search courses by title and keyword, or 'Skip personalisation' to go straight to the handbook instructions section.

### 2. **IGC/HEI/CAO Autumn Conferences**

Registration for this year's Autumn Conferences will open on Friday, 14 October at noon (registration closes on 28 October). To register, go to the Guidance/Schools section of [www.cao.ie](http://www.cao.ie) and click on the 'Autumn Conferences 2022' link. The dates and venues for the conferences are also available from this link. The schedule for the conferences is as follows:

<b>Cork, Limerick, Sligo</b>	<b>Enfield</b>
09:45 to 10:10 Tea/coffee	09:30 to 10:00 Tea/coffee
10:10 to 11:10 HEI Presentations Session 1	10:00 to 11:00 HEI Presentations Session 1
11:10 to 11:30 Tea/coffee	11:00 to 11:30 Tea/coffee
11:30 to 12:30 HEI Presentations Session 2	11:30 to 12:30 HEI Presentations Session 2
12:30 to 13:30 General Forum Q&A	12:30 to 13:30 General Forum Q&A
13:30 to 14:30 Lunch	13:30 to 14:30 Lunch

The online conference will follow a similar format to the physical conferences, and those wishing to attend the online event should make sure to register. At 2pm, a separate online breakout session for Northern Ireland Careers Advisers/Careers Teachers will also take place.

### 3. **CAO 2023 website**

The 2022 offers process is expected to close on 13 October at 3pm. After this time, we will be working on preparing our website and online resources for the 2023 application season. We will launch our 2023 website and application process on 4 November at noon. Where possible, we have updated some of our guidance resources for 2023 - please [click here](#) for updated 2023 posters and presentations.

I look forward to meeting you all at an upcoming conference event.

Yours sincerely,

*Eileen Keleghan*