Logistics for the 2015 Winter Career & Internship Fair and Diversity & Inclusion Reception

Please print these out for your team

The University of Notre Dame Career Center is excited to hear you are taking part in our 2015 Winter Career & Internship Fair (WCIF) and Diversity & Inclusion Reception! Below you will see the events planned for January 29th. I have highlighted important details in red for your review. If you need further information, please do not hesitate to contact us.

Career Center Events for Thursday, January 29th:
Diversity & Inclusion Reception: 12:30 pm – 2:30 pm EST (Joyce Center, Monogram Room)
Winter Career & Internship Fair: 4:00 pm – 8:00 pm EST (Joyce Center, Fieldhouse)

NEW! EMPLOYER REGISTRATION Gate for ALL events – Gate 8 Joyce Center

Name Tags and Attendance Numbers:
In order to obtain accurate numbers please enter how many representatives will be attending in the link below. Additionally, if you and your representatives need name tags please continue answering the questions within the form. Please only request a name tag if you or your representatives will not be providing your own. Name tags will also be available on-site if you are unsure of who will be attending.

WCIF Name Tag & Attendance Form
NAMES MUST BE SUBMITTED BY FRIDAY, JANUARY 23rd

Hotel Information:
The Career Center has two hotels that are providing discounts for our employers. Please see below for information:

Morris Inn:
Notre Dame Ave, Notre Dame, IN
1-800-280-7256
Special Rate: $109 valid for the nights of January 28th and 29th
Code: Winter Career Fair rate or WCF
Ivy Court Inn & Suites:  
1404 Ivy Court, South Bend, IN  
574-277-6500  
Rate: $89 plus tax per night  
Code: Notre Dame Career Center

**CAMPUS and PARKING Information:**  
NEW! Due to construction on campus employer parking has been moved to the Gold Parking Lot (also known as the baseball parking lot). See map attached to email. PLEASE also make note, the Gold Parking lot is the ONLY designated area for employers to park. If a vehicle is towed, it will be at the owner’s expense.

**DRESS:**  
Dress for WCIF is business casual, or whatever your employer deems appropriate. The students will be a mix of business professional and business casual.

**WEATHER:**  
The career fair will only be cancelled or rescheduled in the event that the county declares a weather-related emergency. If this event changes, you will hear from a Career Center staff member by phone or email to discuss options.

**SHIPPING INFORMATION:** (ship no later than January 23rd)  
When shipping packages from your office or your shipping company make sure the event name and date is duly noted. MANY things are happening on-campus and we would hate for you not to have your resources. Additionally, please allow enough time for shipping as inclement weather in January can delay shipments!  
Central Receiving North  
Attn: ND Winter Career & Internship Fair  
100 Mason Services Building  
Notre Dame, IN 46556  
**Please be sure to have your computer generated shipping information filled out for return shipping at the end of the fair, and keep the tracking number. The carriers will not pick-up before 3 pm the next day. The Career Center will have tape for you to close your boxes.**

**CATERED AREA:**  
We will be furnishing a full buffet, drinks, and dessert from 3:00 p.m. - 8:00 p.m. (found in the NE corner of the Joyce Center Field House)

**OTHER FOOD SITES ON CAMPUS:**  
[http://food.nd.edu/places-to-eat/](http://food.nd.edu/places-to-eat/)

**BOOTH INFORMATION:**  
6 ft. table, white linen, and two folding chairs. Each area has a 2 ft. space between booth sites, so if your display is 10 ft. you should be fine. If you should have a special request, please get back to me right away and I will try to accommodate your needs.
ELECTRICAL:
Each booth is equipped with an electrical outlet. Please make sure to bring your own extension cords (3 to 4)

AV NEEDS: Please contact the person below.
Dennis Lindquist
574-631-6423 phone
574-631-8777 fax

EVENT SPONSORSHIPS:
Interested in sponsoring the Winter Career & Internship Fair or Diversity & Inclusion Reception? Please follow this link for more details.

Attending the Winter Career & Internship Fair? Tweet along with us using #NDWCIF15!

Interview Day Logistics for the 2015 Winter Career & Internship Fair

INTERVIEW DAY EMPLOYER REGISTRATION:
Location: Flanner Hall, Interview Center

The Career Center will provide on-campus interview rooms for employers to schedule and interview students after the fair on Friday, January 30th. Rooms are available from 8:30 a.m. to 5:00 p.m. Employers will receive a 30-minute interview schedule to aid in the scheduling process, which you can find on your fair table when you arrive. Due to demand, we can only offer one interview space per organization. If you would like additional rooms please contact Rachael Roggeman-Zeiger at 574-631-4059 or at rroggema@nd.edu. Requests for extra space will be granted around January 15th. Rachael will contact you directly letting you know if you can have this extra space.

See the attached map to find the Interview Center.

In an effort to answer all your questions, I will make myself available to you via email, vscheid@nd.edu or phone, 574-631-5202 to assist you in your needs.

Sincerely,

Rachael Roggeman-Zeiger
Employer Relations Specialist
The Career Center
University of Notre Dame
574.631.4059 • rroggema@nd.edu