Logistics for the 2015 Fall Career Expo & Engineering Industry Day Career Fair

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 Fall Career Expo (FCE) and Engineering Industry Day Career Fair (EID)! Below you will see the events planned for September 9th & 10th. I have highlighted important details in red for your review. If you need further information, please do not hesitate to contact us.

Fall Career Expo - Wednesday, September 9, 2015:
Internship Night: 4:00 pm – 8:00 pm EST (Joyce Center, Fieldhouse)
Engineering Industry Day Career Fair: 4:00 pm - 8:00 pm EST (Joyce Center, Fieldhouse)

Fall Career Expo - Thursday, September 10, 2015:
Student Organization Reverse Fair: 12:30 pm – 2:30 pm EST (Joyce Center, Heritage Hall)
Full-Time Night: 4:00 pm – 8:00 pm EST (Joyce Center, Fieldhouse)

REGISTRATION for ALL events – Gate 8 Joyce Center

Name Tags:
Representatives will receive a name tag when they check-in at the registration table. Please fill out the link below so that we can create name tags in advance for those who are attending.
Fall Career Expo & Engineering Industry Day: FCE Name Tag Link
NAME TAGS MUST BE SUBMITTED BY THURSDAY, SEPTEMBER 3rd

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.
SHIPPING INFORMATION: (ship no later than Sept. 4th)
When shipping packages from your office or your shippers 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.

Central Receiving North
Attn: ND Fall Career Expo Internship night, Sept. 9
Attn: ND Engineering Industry Day Fair night, Sept. 9
Attn: ND Fall Career Expo Full-Time night, Sept. 10
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.

DRESS:
Dress for Fall Career Expo 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 canceled or rescheduled in the event that the county declares a weather-related emergency.

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/

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
574-8777 fax

Attending the Fall Career Expo? Tweet along with us using #NDFCE15!
Interview Day Logistics for the 2015 Fall Career Expo & Engineering Industry Day Career 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 Thursday, September 10th and Friday, September 11th. 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 at 574-631-4059 or at rroggema@nd.edu. Requests for extra space will be granted around August 26th. 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, ngoss@nd.edu or phone, 574-631-5202 to assist you in your needs.

Sincerely,

Natalie Goss
Career Events Associate
The Career Center
University of Notre Dame
574.631.5202 • ngoss@nd.edu