

Dear Employers,

On behalf of the University of Texas at Austin and the College of Natural Sciences, we invite you to recruit at our **Fall 2017 Technology & Science Career Fair** on **Thursday, September 14, 2017**, from **1:00 p.m. to 5:00 p.m.** at the Frank Erwin Center. Please read through this *entire* email as it contains a variety of important information regarding the fair, on-campus interviews and employer presentations.

Click below for more information on the following ...

**CAREER FAIR REGISTRATION**  
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**ON-CAMPUS INTERVIEWS**  
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**WHY RECRUIT WITH US?**  
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## **CAREER FAIR REGISTRATION**

Register for the fair by using your [Handshake](#) account!

### **Costs & Fees**

- **GRAND ARENA FLOOR BOOTH**
  - \$750.00 per booth
  - \$375 per booth for non-profit employers
- **2<sup>nd</sup> and 3<sup>rd</sup> FLOOR BOOTH:**
  - \$700 per booth
  - \$325 per booth for non-profit employers
- \$25 for each recruiter over 4 (*7 recruiters total allowed at 1 booth*)

### **What's Included with Registration?**

- Your registration includes an 8' deep x 10' wide booth space, 8' back drape, 3' side drapes, 8' table, 2 chairs, 1-ID overhead sign
- Light breakfast, catered lunch, coffee/tea, and afternoon snacks/refreshments
- Parking validation for up to 2 cars per employer
- You may request the preferred floor and number of booths during registration. Actual booth assignments will be made closer to the fair date.

**REGISTRATION OPENS: April 10, 2017**

**DEADLINE TO REGISTER: September 1, 2017.**

**CANCELLATION:** A full refund will be given **if** canceled on or before **August 30, 2017.**

## **BECOME A CAREER FAIR SPONSOR**

Make the most of your visit and become a sponsor of the CNS Technology & Science Career Fair. Being a sponsor helps to increase the visibility of your organization on campus and allows students to recognize your brand. There are limited sponsorship opportunities available, so act fast!

(Sponsorship continued)

**New this year!** We will be inviting sponsors to participate in a student networking event immediately following the fair at 5:00 pm. This event will be held at the Frank Erwin Center and will allow sponsors the opportunity to invite students to attend this exclusive event. Light Hors d'oeuvres will be served.

**Sponsorship fee:** \$1,500

In addition you will receive:

- Premium booth placement on the grand arena floor
- One guaranteed interview room the day after the career fair (September 15, 2017).
- Special booth drapery to identify your sponsorship
- Company logo or name on all handouts, banners, website, and new this year – on the event t-shirt!
- Plasma screen advertisement in advance of this event recognizing your organization as a career fair sponsor, which is viewable by all UT students.

Please note that the sponsorship fee does not include your booth registration fee; both must be paid separately.

## ON-CAMPUS INTERVIEWS

For those of you who may be new to our College, we do not have an internal recruiting space in Natural Sciences, however we make every accommodation possible to secure interview space for our employers!

### [REQUEST INTERVIEW SPACE](#) – starting April 10, 2017

- We will collect requests and begin sending confirmation letters as we are able to confirm space on campus.
- Please be patient. We know that interview schedules are very critical to your needs, recruiting talent and travel schedules. We will work as quickly as possible.

**Cost per room:** \$100

#### On-campus interviews policies:

- No more than 5 rooms may be requested on one day.
- Cancellation/change policy: Employers will be required to give one week's notice via email of any change in room numbers or cancellations, otherwise the employer is responsible for the full cost of the reserved rooms.

## EMPLOYER PRESENTATIONS/INFO SESSIONS

Requests to host an employer info session will be collected in mid-July/August.

**Employer Preview Night:** New this year, the Career Services office will host 2 – 3 “Employer Preview” Events, which will host up to 4 different companies’ presentations at one time. With this effort we hope to increase attendance at these events. Each company will have approximately 15 minutes to give a brief presentation. The Career Services office will provide food for the event.

If you're interested in participating – please complete the form below and select dates you would be interested in participating. We will then contact you to begin coordinating your participation.

### [EMPLOYER PREVIEW SURVEY](#)

*Space is limited and will be assigned on a first-come, first-served basis.  
Info session requests will be accepted starting in July*

## **WHY RECRUIT WITH US?**

The University of Texas at Austin is one of the nation's highest ranked universities in Natural Sciences. Your participation in the fall career fair will provide your company with an excellent opportunity to meet and exchange information with over 2,000 of our students.

## **NEED HELP?**

If you have any questions or concerns, feel free to email us at [CNSrecruit@austin.utexas.edu](mailto:CNSrecruit@austin.utexas.edu). Please know that I will be on maternity leave from approximately May until July. While I am out, the Career Services Director, Ruth Franks, and Office Manager, Patty Gaston, will assist you until I return!

***Thank you for your continued interest and support of our students!***

***Laura Jones  
Recruiting Coordinator  
UT Austin, College of Natural Sciences Career Services***