



DEPARTMENT OF COMPUTER SCIENCE

INTERNSHIP AND CAREER FAIR

Final Logistics

Dear Employers,

Thank you again for registering to attend the University of Maryland's **Department of Computer Science Career & Internship Fair | Fall 2024**. The event will be held in the Stamp Student Union on **Monday, September 23, 2024**, from **11:00 a.m. - 6:00 p.m.** We look forward to your participation!

Please read through the attached PDF and share it with all participating attendees, as it contains important reminders regarding the upcoming fair. This information can also be found via [Google doc here](#) or on the career fair website.

- **Shipping Fair Materials**
- **Event Schedule**
- **Location, Parking, and Directions**
- **Payment & Cancellations**
- **COVID-19 Information**
- **On-Campus Interviews**
- **Sponsorship Opportunities & Contact Information**

SHIPPING FAIR MATERIALS

Advantage Conference & Expo will coordinate all freight shipping services for attending employers. Please find below a summary of the Advantage Expo freight shipping material packet, which includes essential information for attending employers regarding shipping services for the fair. Be advised the University Career Center and the Department of Computer Science do not handle freight shipping for this event.

- **Advantage Customer Service:** customerservice@advantageexpo.com



DEPARTMENT OF COMPUTER SCIENCE

INTERNSHIP AND CAREER FAIR

EVENT SCHEDULE

8:30 a.m. - 10:30 a.m.

Check-In, Set-Up, & Breakfast Refreshments

Location: Atrium

- Breakfast: 8:30 a.m. - 10:30 a.m.
- Coffee Service: 8:30 a.m. - 5:00 p.m.
- Lunch Service: 11:30 a.m. - 5:00 p.m.

11:00 a.m.

Fair Commences

Location: Grand Ballroom

- **Session I:** 11:00 a.m. - 12:00 p.m.
For: Computer Science & IMD (B.S.) undergraduate juniors and seniors
- **Session II:** 12:00 p.m. - 3:00 p.m.
For: Computer Science undergraduate students (majors and minors), graduate students (Master's and PhD), IMD: Computing B.S., and Computer Science alumni
- **Session III:** 3:00 p.m. - 6:00 p.m.
Open to all Computer Science students and alumni, as well as students from the Clark School of Engineering, the Science Academy, and the College of Information Studies

11:30 a.m.

Lunch

Location: Atrium

6:00 p.m.

Fair Ends

Location: Grand Ballroom

6:00 p.m. - 7:00 p.m.

Breakdown & Load-Out

BOOTH SPACE & FAIR MATERIALS

Each booth includes a 6 x 8 space with a 6ft table, 2 chairs, wireless access, booth signage, and a black tablecloth. Each booth accommodates up to 4 representatives (8 for double booths). Please bring promotional materials to distribute.



DEPARTMENT OF COMPUTER SCIENCE

INTERNSHIP AND CAREER FAIR

WIFI

- **Username:** csfair
- **Password:** lyoclalafotu

Guest Wi-Fi Instructions:

1. Connect your device to the "UMD-Guest" network
2. Open a web browser
3. If the browser doesn't automatically direct you to the login screen then go to the umd.edu website, this will cause the login screen to appear.
4. Scroll down to the bottom of the page click on the Red " Already have an account? CLICK HERE" button
5. Type in the username and password for the current date and click login. Remember that all usernames and passwords are in lowercase type.

NOTE: If you receive the "Success" pop-up but don't have internet access try to turn your wifi off and then back on.

LOCATION, PARKING, AND DIRECTIONS

EVENT LOCATION

University of Maryland, College Park
Adele H. Stamp Student Union
3972 Campus Drive
College Park, MD 20742

[Directions](#)

PARKING

Please plan ahead and be patient regarding travel on campus, given the ongoing **Purple Line construction** and **heavy student foot traffic** during the morning hours. Navigating campus during this time will take a significant amount of time.

Parking is limited, and carpooling is strongly encouraged.

Union Lane Parking Garage (across from the event site)
4170 Union Lane



DEPARTMENT OF COMPUTER SCIENCE

INTERNSHIP AND CAREER FAIR

College Park, MD 20742
Union Lane Garage Directions

A parking attendant will be on-site to verify your organization and provide you with a **PAID parking permit** to validate your parking. Once Union Lane Garage is filled, you will be directed to **Regents Drive Garage** as a secondary location.

Regents Drive Garage

8056 Regents Drive
College Park, MD 20742
Regents Drive Garage Directions

If the garage reaches capacity, parking attendants will redirect you to an alternate location. Employers are welcome to arrive as early as **9:00 a.m.** to set up before the start of the event. **Those bringing materials may stop at the side door of Stamp to drop off materials with assistance from student volunteers.**

If you do not receive a permit from a parking attendant, you are in the wrong lot and may receive a parking citation. The Department of Computer Science does not reimburse for parking violations.

DIRECTIONS

Given extensive campus construction, it is encouraged that guests enter the UMD Campus via **Baltimore Ave (US Rt. 1)** and follow **Campus Drive** to the Stamp Student Union for drop-off.

PAYMENTS AND CANCELLATIONS

- **PAYMENTS:** Full payment is requested upon receipt. You can locate the invoice link in the Handshake system email that approved your registration. All outstanding payments are **due immediately**.
- **CANCELLATIONS:** The deadline to receive a full refund has past. No refunds will be administered at this time.

COVID-19 GUIDELINES

Please review the **UMD health guidelines** found here. Representatives are encouraged to wear **KN95 masks**, with a limited supply available at check-in. If you must cancel due to COVID-19, please notify us immediately.



DEPARTMENT OF COMPUTER SCIENCE

INTERNSHIP AND CAREER FAIR

ON-CAMPUS INTERVIEWS

For on-campus interviews, please contact the **University Career Center** at ucc-recruiting@umd.edu if you haven't received details.

SPONSORSHIP OPPORTUNITIES

For more information on sponsoring events and collaborations, please contact **Maria D. Johnson** at mjohns40@umd.edu.

IMPORTANT CONTACT INFORMATION

- **Navigating campus:** **University Career Center**, 301-314-7225
- **Fair logistics:** **Mel. Coles**, mcoles@umd.edu, 240-319-9173
- **Payments & Invoices:** **Michael Martucci**, mmartucc@umd.edu, 301-314-7238