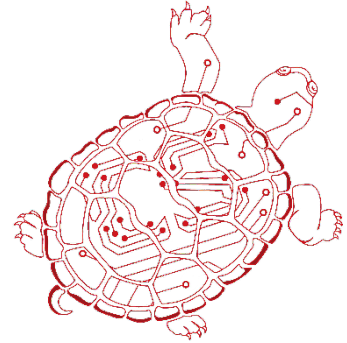Thank you for your interest in the Computer Science Fall 2017 Internship & Career Fair!

Please take a moment to read through this important event information.

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1. **DATE, LOCATION DEADLINES & FAIR SCHEDULE**

Monday, September 18, 2017
Xfinity Center
University of Maryland
College Park, MD 20742

Schedule:

1:00pm – 3:00pm

- Check In
- Booth Set up
- Reception and Refreshments *Refreshments will be available until **7:00pm**

3:00pm – 4:00pm

- Computer Science Career and Internship Fair

Power Hour for full time positions– Attendees looking for full time employment will have a head start to enter the CS Career Fair and meet with employers.

4:00pm – 8:00pm

- Computer Science Career and Internship Fair
    - *Please note that this event is exclusively for Computer Science and Computer Engineering undergraduate and graduate students. We will review the resumes of students outside the major prior to admission to the event.*

Logistical Information

Assigned spaces include a 6ft rectangular table, 2 chairs, and a black tablecloth. You are welcome to bring any display, materials, swag, etc. that fits within these parameters. If you have any unique displays, please contact Miriam Friedman, mfried@cs.umd.edu, for advance approval. Please note that the venue cannot accommodate outside food including pizza, popcorn, cotton candy, etc.

Payment & Cancellation Deadlines:

Payment Deadline: Payment must be made by September 1, 2017.

Cancellation Deadline: In order to receive a full refund - or to not be billed if you haven't already paid - cancellations must be made in writing via email at mfried@cs.umd.edu by September 1, 2017. All other cancellations made after this deadline - including cancellations made by employers who register after the cancellation deadline - will receive no refund.

Table Forfeit: If you do not arrive by 3:30pm on the day of the fair and have not contacted us via email at mfried@cs.umd.edu to make alternative arrangements, we will consider your booth forfeited and reserve the right to assign it to another exhibitor.

2. **SHIPPING BOOTH MATERIALS**

Please see attached PDF.

3. **SHIPPING MATERIALS AFTER THE CS CAREER FAIR**

Please see attached PDF.

4. **PARKING INFORMATION**

Parking will be available in Lot 4B. Please inform the attendant at the entrance what company you are with and they will let you in.

5. **INCLEMENT WEATHER**

In the event of inclement weather, check http://www.umd.edu, call 301.405.7669, or tune into local radio and television stations beginning at 6:00 am to hear if the University of Maryland, College Park campus is closed or if campus opening will be delayed for a specific number of hours. If the University of Maryland is closed due to inclement weather, then all events will be canceled. We will be in touch with you via e-mail to discuss the next steps. If no information is given, you should assume the campus is open.

6. **SCHEDULE FREE ON-CAMPUS INTERVIEW SESSIONS**

If you haven't already done so, don't forget to reserve a free interviewing room in our Center utilizing our "Room Only Schedule" option. This will allow you the flexibility of scheduling your own interviews with candidates you meet while at the fair (meaning you will lock candidates into your schedule much faster). **Employers who utilize our On-Campus Interviewing Program in conjunction with the fair report higher levels of success.** So if you haven't reserved a room do so soon. Space is very limited. Visit our information page for more information or contact Michael Maiden at mmaiden@umd.edu

7. **OTHER RECRUITING OPPORTUNITIES:**

The University Career Center & The President's Promise will also host a campus-wide Spring Career & Internship Fair on September 19th- 20th, 2017.

8. **CONTACT NAMES, QUESTIONS?**

- Fair Logistics:
  - o Miriam Friedman, mfried@cs.umd.edu, 301.405.0688
- Payment Information:
  - o Michael Martucci, mmartucc@umd.edu, 301.314.7238
- Careers4Terps job/internship postings and On-Campus Interviews:
  - o Michael Maiden, mmaiden@umd.edu, 301.405.2780
- Shipping Information:
  - o Doug Waterman, dwaterma@umd.edu, 301.405.5851
- Information about joining the Corporate Partners in Computing Program:
  - o Miriam Friedman, mfried@cs.umd.edu, 301.405.0688