



NETWORK AT The Citadel Fall 2008 Career Fair & OPEN DOORS TO YOUR FUTURE

•Wednesday, October 15 •12:00 p.m. – 3:30 p.m. •The Holliday Alumni Center, The Citadel

INITIAL INFORMATION

The following information is for your planning purposes. Registration materials will be made available in early August. Please also refer to our Fall Career Fair Policy and information about our Undergraduate and Graduate programs via www.citadel.edu/career_services/fair_list.htm#employ.

Registration Process:

GENERAL

- **Space is limited to the first 70 organizations to officially register.** Organizations may register for one (1) six foot table with a maximum of four (4) representatives and we ask that those with multiple office locations share a table to allow for as many organizations as possible to be represented.
- **To request an invitation**, please email Jennifer.Wells@Citadel.edu, Associate Director, and include the following information (position types & majors typically sought or graduate programs available).
- **While registration will officially close on Wednesday, September 24, 2008 (5:00 pm), we will stop accepting registrations should our capacity limit be met prior to then.** The registration deadline is set for 3 weeks prior to the date of the fair so that logistics and other necessary arrangements and preparations may be made to provide a professional Career Fair. We do not accept registrations after the deadline or on-site the day of the fair. Additionally, our final counts for our preparations and vendors will be based upon the number of representatives (1-4) that a registered organization lists as attending as of 9/24/08.
- **The Citadel Fall Career Fair is not open to the public.** Only current students and alumni (as appropriate) may attend. Employers seeking only summer or part-time employees or only alumni candidates are invited to post such positions on *The Gate*, as appropriate. The Fair is designed to provide current students with an opportunity to meet employers regarding full-time and internship positions, as well as admission representatives for graduate programs. If you seek summer/seasonal candidates in addition to full-time and/or internship candidates, please also share these opportunities.

REGISTRATION MATERIALS & CONFIRMATION

- **An Invitation Email** will be sent in early August 2008 to include access to the **Registration Materials**.
- **Please select one (1) person from your organization** to serve as the Fair contact to disseminate all information between The Citadel Career Center and the representatives being registered to attend the Fair. As only one person organizes and manages the Career Fair for The Citadel, it is most helpful that she only have one person to work with at your organization.
- **Details regarding the process are provided within the Registration Materials listed on a stand alone web page. The link to this page is sent via our Invitation Email.** Area Accommodations, Parking/Directions, Shipping Materials Ahead, and Day of Fair particulars will be provided (via email) with the Official Confirmation and Payment Receipt for your registration.

Registration Packages:

Please Note: The following fee information is for your planning purposes only. *Do not send payment until you return your completed Registration Form.* Additional details regarding how payment may be submitted will be provided with the Registration Materials.

- Please plan to select either the **Standard Registration Package** at \$175 or the **Non-Profit and Government Agency Registration Package** at \$125, as appropriate to your organization.
- **The Registration Fee covers:** attendance at the fair up to a maximum of 4 representatives, publicity on campus, a morning beverage service, luncheon for each registered representative, one 6' covered table, 2 chairs, and parking for up to 2 vehicles. (Parking Passes will be issued this year).
- **Payment** is expected by the day of the Career Fair (10/15/08) and greatly appreciated in advance to help pay upfront costs, as well as expedite the administration of the fair arrangements.

Your Display:

- View a photo slide show from past Fall Career Fairs held at the Holliday Alumni Center: www.citadel.edu/career_services/fair_list.htm.
- Your display should fit behind or on top of a **6' covered table**.
- Electrical access is not available for safety measures.
- Internet access (Wireless or Ethernet) is not available at the fair venue.
- Balloons are not permitted inside the Holliday Alumni Center.