**2017 Spring Engineering Career Fair Information**

**February 7, 2017**  
**12:00 p.m. - 6:00 p.m.**  
**Hilton Coliseum & Scheman Building**

### Career Fair Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:00am - 11:30am</td>
<td>Arrival and Set-Up</td>
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<tr>
<td>8:00am - 10:00am</td>
<td>Continental Breakfast</td>
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<tr>
<td>11:00am - 12:30pm</td>
<td>Lunch</td>
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<tr>
<td>12:00pm - 6:00pm</td>
<td>Career Fair Open to Students</td>
</tr>
<tr>
<td>6:00pm - 7:30pm</td>
<td>Tear-Down and Social Hour</td>
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</tbody>
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### Booth Policy

An 8' wide x 8' deep booth with a 6' draped table and electricity is provided with each registration. Each company may bring a **maximum of 5 representatives per booth**. All approved registrants are guaranteed at least one booth. Requests for additional booths may be granted by Engineering Career Services based on the number of recruiters attending, current positions open, and recruiting history at ISU.

### On-Campus Engineering Interviews: NOT Included with Career Fair Registration

To reserve space for interviewing, you must log into CyHire, and click on the link 'Create New Schedule Request' under shortcuts. Please select "College of Engineering Interview Rooms" as the location to check availability.

On the day following the career fair, on-campus interviews will be conducted at the Memorial Union. **Registering for the career fair does NOT guarantee you space for interviews the day after the fair.** Due to limited available space, employers traveling to Iowa State from beyond a reasonable commuting distance will be given first access. All employers are encouraged to return later in the semester to use the interview rooms located in Marston Hall.

### Shipping and Management of Displays and Supplies

#### Shipping Information

*If you will be shipping materials to or from the career fair, you must fill out and return this document: Shipping Info.* The document includes pricing and important shipping policies. Pre-shipped materials will be delivered to the designated booth location in the Hilton Coliseum or the Scheman Building.

#### Display and Supplies Drop-off

Fair Ambassadors will be available to assist with materials dropped-off on the morning of the fair. For booths in the Hilton Coliseum, please use the loading dock on the east side. For booths in the Scheman Building, please use the entrance on the north side of Scheman to unload your materials.

#### Also Attending the Business, Industry, & Technology Fair?

If you are attending the Business, Industry, & Technology Career Fair and your booth is in a different location, your materials will be moved for you. At the end of the Engineering Career Fair please pack up your display materials, mark them with the new booth number, and they will be waiting for you at the new booth location in the morning.
Driving Instructions, Maps, Lodging, etc.
The Iowa State Engineering Career Fair is held in the largest venue on campus - the Hilton Coliseum/Scheman Building complex. Information about traveling to Ames, arranging lodging, and finding your way around the ISU campus can be found at the following websites.
Iowa State University Campus Maps: www.fpm.iastate.edu/maps
Ames Convention and Visitors Bureau: www.visitames.com

Parking
Free parking is available at the Hilton Coliseum and Scheman Building.

Career Fair Student Ambassadors
Career Fair student ambassadors are available to assist employers throughout the day. These ambassadors will be identifiable by their cardinal colored shirts. Please do not hesitate to ask an ambassador if you need assistance with anything during the day.

Professional Development at the Fair
The primary purpose of the career fair is to provide an opportunity for employers to connect with job seekers. However, the College of Engineering also recognizes the professional development skills students acquire while interacting with employers. As you engage with these students to identify future internship candidates, we ask that you also provide feedback that will help them develop their qualifications and networking skills.

Latest Information
For the latest career fair and other information, be sure the check the Engineering Career Services website at www.engineering.iastate.edu/ecs.

If you have any questions, please contact our office.

We look forward to seeing you on campus.

Sincerely,

Staff of Engineering Career Services
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www.engineering.iastate.edu/ecs