UC Fall Career Week
Frequently Asked Questions

*When will the fair be held?*

The Professional, Design, & Diversity Career Fair presented by the Lindner Student Action Team/Career Development Center will be held on **Wednesday, September 25, 2013.** The Technical Career Fair presented by the Engineering and Applied Science Tribunal will be held on **Thursday, September 26, 2013.** Booth setup for both career fairs begins at **8 a.m.** the day of the fair. Students will be able to attend the fair from **10 a.m. to 4 p.m.** both days.

*Where will the fair be held?*

Both career fairs will be held in the University of Cincinnati’s award-winning **Campus Recreation Center** on Main Campus. Directions and parking instructions are provided on the following pages.

*What will be provided for attending representatives?*

We provide a **continental breakfast** during setup and a **rolling lunch** for all attending representatives. **Parking passes** will be provided to each company representative after turning in the representative survey.

*Will we have access to power outlets and internet?*

**Power** will be provided to companies who requested power on the registration page. In addition, all companies will have access to a **wireless internet connection.**

*Can we ship booth materials prior to the fair? Where do we pick them up?*

Our shipping and receiving will be handled through UC Central Receiving. You can ship things to the fair anytime, but all items need to be received by **two days prior the fair** in order for us to process them. Be sure to make arrangements for return shipping labels (we will arrange pickup). We cannot assume responsibility for any mishandled or misplaced packages. **All items received on time will be placed at your company’s booth.**

The address is:

Central Receiving
UC Fall Career Week
University of Cincinnati
792 E. McMillan
Cincinnati, OH 45206

*How is interviewing going to work?*

If you signed up for Interview Day on Friday, you will be assigned one or two booths in the Campus Recreation Center for interviewing. The hours for Friday interviews are **9 a.m. to 4 p.m.**, but you will have the opportunity to fill interview times as you see fit. For questions regarding Thursday interviews, contact Marissa Schoonover at **schoonms@uc.edu** or 513-556-0313.
UC Fall Career Week  
*Hotel Block and Regional Map*

**Hampton Inn Hotel Block**

Hotel rooms are available at **Hampton Inn & Suites**. You may reserve rooms until **September 15, 2013** at a group rate of $119 or $139 plus tax depending on room size and availability. In order to receive the hotel block discount you must make reservations over the phone by calling 513-281-2700 and mentioning the **University of Cincinnati Fall Career Week**.

**NOTE:** If you are paying with a company credit card, you will need to complete the 3rd Party Authorization Form and fax it to Hampton Inn & Suites. This form is available for download [here](#).

**Other Hotels**

Other nearby hotels include **Kingsgate Marriott** and **Springhill Suites**. These hotels do not have special rates associated with the UC Fall Career Week.

**Regional Map**

Questions or concerns? Contact us at careerfair@uc.edu or call our office phone at 513-556-5439.
In an effort to improve the parking experience for company representatives, the procedure for parking has been changed from last year. Please follow the instructions below and do not park in a campus garage.

**Step 1:** Representatives with extra passengers or materials to drop off should enter the campus on Woodside Drive, which is off Martin Luther King Drive. Proceed to the Campus Recreation Center circle (in red); student volunteers will be there to assist you in the transfer of your booth materials to the Campus Recreation Center. The address of the Campus Recreation Center is **2901 Woodside Drive, Cincinnati OH 45221**. If you are arriving without extra passengers or materials to drop off, skip Step 1.

**Step 2:** After emptying your vehicle, volunteers will instruct you to proceed to the off-campus Deaconess Hospital Garage for parking. The address of the garage is **311 Straight St., Cincinnati OH 45219**. Reference the map on the following page for directions – you will turn left off campus onto Martin Luther King Drive, turn left onto Clifton Avenue, and then turn right onto Straight Street. The garage (in blue) will be on your right.

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Step 3: After parking, a shuttle will take you back to the Campus Recreation Center (in red).