Remember ............

Wednesday, November 1, 2017 Registration Begins
Friday, January 5, 2018 Registration Closes
Friday, January 12, 2018 Update Company Profile (https://cs.vt.edu/)
Tuesday, January 16, 2018 Spring Classes Begin
Friday, January 19, 2018 Attending Representative Names/Emails Due (https://virginiatech.qualtrics.com/jfe/form/SV_8ofpOxy2m7gDwvH)
Monday, January 22, 2018 Resume Database Opens (https://cs.vt.edu/)
Monday, January 29, 2018 CSRC Membership Payment Due

Schedule ..............

Sunday, January 28 — Various Locations
11:00 am - 8:00 pm Employer Information Sessions

Monday, January 29 — The Inn at Virginia Tech
8:30 am - 10:00 am Diversity Recruitment Session (Employer/Underrepresented Students), Solitude
9:00 am - 1:00 pm Company Load-In and Check-In, Latham Foyer
9:00 am - 6:00 pm Employer Hospitality, Preston’s Restaurant, Old Guard and 1872
10:00 am - 11:00 am Business Meeting, Solitude
11:00 am - 2:00 pm Employer Lunch, Preston’s Restaurant
1:00 pm - 6:00 pm CSRC Career Fair (CS majors/minors only), Latham Ballroom
4:00 pm - 6:00 pm CS Plus—Other Majors Fair*, Latham Ballroom
*Computational Modeling and Data Analytics (CMDA) / Computer Engineering Program (CPE)
6:30 pm - 9:30 pm Employer Information Sessions, Various Locations

Tuesday, January 30 — The Inn at Virginia Tech and Other Locations
8:00 am - 5:30 pm Employer Hospitality, Upper Quad and Duck Pond, 2nd Floor
8:30 am - 9:30 am VT CS Alumni Breakfast, Old Guard
8:30 am - 4:30 pm Interview Day, Smith Career Center, 2nd Floor (Premier)
8:30 am - 5:30 pm Interview Day, Latham Ballroom (Regular and Career Fair Attendee)
9:30 am - 5:50 pm Course Panels, Various Locations

Prior to Event: Laurie Brogdon 540.231.6819 (lbrogdon@cs.vt.edu); Julia Costello 540.231.8945 (juliapc7@cs.vt.edu)
Day of Event: Main Office, 2202 Kraft Drive, Blacksburg | 540.231.9195

Last Updated 1/9/18
EVENTS  ................
Sunday, January 28 — Various Locations
Employer Information Sessions, TBD, 11:00 am - 8:00 pm (Optional) (Premier)
Premier members will have the opportunity to showcase their company to students in one-hour information sessions. Employers are not required to host a session—this is optional. There will be one employer information session per hour. We do not want to double-book events and impact student attendance/participation. Sessions are also available on Monday evening.

The department will book a room reservation and publicize the event to CS students. Room numbers and locations will be confirmed and sent in an email confirmation.

If you want to collect student registrations for your information session, the employer is responsible for creating a registration link and sending it to csrc@cs.vt.edu to advertise to students. Otherwise, all employer information sessions will be advertised to all undergraduate and graduate computer science students. The department does not collect/track student RSVPs to employer information sessions.

Monday, January 29 — The Inn at Virginia Tech
Diversity Recruitment Session (Employers and Underrepresented Students), Assembly Hall, 8:30 am - 10:00 am (Premier, Regular, Career Fair Attendee)
Employers and students will have an opportunity to discuss challenges and best practices for interviews and employment.

Employer Hospitality, Preston's Restaurant, Old Guard and 1872, 8:00 am - 6:00 pm (Premier, Regular, Career Fair Attendee)
Members of your recruiting team may take advantage of a quiet space to rest and recharge. The room will be stocked with coffee, water, soft drinks and light refreshments.

Business Meeting, Assembly Hall, 10:00 am - 11:00 am (Premier, Regular, Career Fair Attendee)
Department and CSRC updates will be provided.

Employer Lunch, Preston’s Restaurant, 11:00 am - 2:00 pm (Premier, Regular, Career Fair Attendee)
Lunch will be provided. No agenda has been planned.

Career Fair, Latham Ballroom, 1:00 pm - 6:00 pm (Premier, Regular, Career Fair Attendee)
The CSRC Career Fair is for computer science students only. Students from other majors cannot attend this career fair. Reminder, please do not invite students from other majors to attend the CSRC career fair. If you invite former interns to staff your booth, please register their name with other attending company representatives. Otherwise, the student will not be able to enter the room. Upon arrival, please come to the employer check-in area, Latham Foyer, to receive a nametag, booth layout and other instructions.

CS Plus Career Fair, Latham Ballroom, 4:00 pm - 6:00 pm (Premier, Regular, Career Fair Attendee)
The CS Plus Career Fair is advertised to CMDA* and CPE* students, with CS students continuing to attend. Students from other majors may be invited to meet representatives during this portion of the career fair. Booths for both fairs will remain in the same space. (*Computational Modeling and Data Analytics (CMDA) / *Computer Engineering Program (CPE))

### Booth Information
- Career Fair Attendee members receive 1 single booth
- Regular members receive 1 single booth
- Premier members receive 2 booths (double)

**A standard single booth comes with the following complimentary items:**
- 8’ wide x 6’ deep (Premier double 16’ x 6’)
- Back drape is 8’ high
- Side rails are 3’ high
- Two folding chairs
- One 2’ x 6’ skirted table
- One 120v electrical plug-in
- Company identification sign

*CS staff reserves the right to move companies to different booths to accommodate layout and space.*

*You will be notified of any change in booth location in advance.*

### End of Day Reminders:
Place items on your booth table that you want Hollins Exposition Services to ship back. Career fair doors and student check-in close at 6:00 pm. The employer will determine whether or not to continue talking with students who may still be in line after 6:00 pm.
EVENTS

Tuesday, January 30 — Multiple Locations

VT CS Alumni Breakfast, The Inn at Virginia Tech, 8:30 am - 9:30 am (Premier, Regular, Career Fair Attendee)
Join with other alumni for breakfast and conversation. Breakfast for VT computer science alumni only.

Interview Day, Smith Career Center, 8:30 am - 4:30 pm (Premier) / Interview Day, The Inn at Virginia Tech, 8:30 am - 5:30 pm (Regular and Career Fair Attendee)
Please do not invite students to start interviews before 8:30 am and please ensure you are done interviewing by 4:30 at Smith Career Services and by 5:30 pm at The Inn. Each company is responsible for organizing their own schedule. You determine which computer science students you want to invite to interview and the length/time of the interview. Company representatives are responsible for inviting and communicating with the students they wish to interview.

Students will check in at the computer kiosk at Smith Career Center and the check-in desk at The Inn at Virginia Tech when they arrive. Staff will not direct students back to the interview rooms/booths. Please come to the waiting area in front of the room to get the student when you are ready to start the interview.

Lunch and morning and afternoon break service with light refreshments, coffee, and water service will be provided throughout the day for company representatives.

More Info

General
You may view the full schedule of events at http://www.cs.vt.edu/CSRC/Events.
Each company may bring a maximum of six (6) representatives to the career fair.
Space is on a first-come, first-served basis.
Payment for membership invoices is due on or before the day of the career fair. For questions, please email csrc@cs.vt.edu.

CSRC Company Profile
All event confirmations will be sent to the primary contact listed on the company profile page in the CSRC portal (https://csrc.cs.vt.edu/). Please update your company profile in the CSRC portal by Friday, January 12, 2018. Students use this information to prepare for the career fair.

CSRC Career Fair Representative RSVP
The names and email addresses of all company representatives attending CSRC Career Fair events and activities is due by Friday, January 19, 2018. This information will ensure enough food and beverages, transportation, parking passes, and many other details. Complete this survey to enter the names and email addresses of representatives at: https://virginiatech.qualtrics.com/jfe/form/SV_8ofp0xy2m7gDwwH.

Resume Database
Employers will continue to view/download student resumes in the CSRC portal (https://csrc.cs.vt.edu). Due to portal constraints, you may either download one resume at a time or the entire database.
Hotel Lodging Blocks

Two lodging blocks are available with nights to include Sunday-Tuesday, January 28-31 at the following hotels:

**The Inn at Virginia Tech**, $139/night + tax. Additional person $10/night + tax. Register by Friday, December 29, 2017, at 540.231.8000 or toll free 877.200.3360 and ask for “Computer Science Resources Consortium”.

**The Marriott Residence Inn**, $119/night + tax. Register by January 13, 2018 at 540.750.4400 or visit: [http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Spring%20CSRC%20Career%20Fair%5Eeroarb%60CSRCRA%60119%60USD%60false%604%60601/28/18%601/31/18%601/14/18%20app=resvlink&stop_mobi=yes](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Spring%20CSRC%20Career%20Fair%5Eeroarb%60CSRCRA%60119%60USD%60false%604%60601/28/18%601/31/18%601/14/18%20app=resvlink&stop_mobi=yes)

Local Accommodations

<table>
<thead>
<tr>
<th>On Campus</th>
<th>In Christiansburg</th>
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<tbody>
<tr>
<td><strong>The Inn at Virginia Tech</strong></td>
<td>540.231.8000</td>
</tr>
<tr>
<td><strong>In Blacksburg</strong></td>
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</tr>
<tr>
<td>Clay Corner Inn</td>
<td>540.552.4030</td>
</tr>
<tr>
<td>Main Street Inn</td>
<td>540.552.6246</td>
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<tr>
<td>Courtyard Marriott</td>
<td>540.552.5222</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>540.951.1500</td>
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<tr>
<td>Days Inn</td>
<td>540.951.1330</td>
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<tr>
<td>Hilton Garden Inn</td>
<td>540.552.5005</td>
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<tr>
<td>Holiday Inn Express</td>
<td>540.552.5636</td>
</tr>
<tr>
<td>Hyatt Place Hotel</td>
<td>540.552.7500</td>
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<tr>
<td>Residence Inn Marriott</td>
<td>540.7504400</td>
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</table>

Note: Additional accommodations may be found in the New River Valley. Please note that we do not recommend any lodging, this list is for convenience only.

Shipping Information

- Please use Hollins Exposition Services to ship career fair packages to the event. An exhibitor packet will be sent from Hollins to companies registered for the career fair about one month in advance. Please DO NOT ship career fair items using another vendor to computer science offices or to the event.
- You do not need to contact Hollins unless you are shipping items ahead or want additional furnishings for your booth.
- If you need Hollins to ship your items back after the career fair, you must have a shipping label ready to place on your items when the career fair is finished. Hollins will pick them up at your booth site.
- If you did not ship through Hollins, they will not be responsible for locating your packages and will not move any of your equipment or materials received.
- If you have questions about shipments, please contact: Kris Peter, Hollins Exposition Services, 540.362.3940, x 115, [www.hollins-expo.com](http://www.hollins-expo.com).

Parking

**Sunday, January 28** — Parking passes are not required for The Inn at Virginia Tech. Parking passes are not required on campus on the weekends in most areas. Please follow parking signs/rules posted.

**Monday, January 29** — Parking passes are not required for The Inn at Virginia Tech. If you will be parking on campus, for a CSRC-scheduled information session, please pick up your pass at the registration desk on Monday when you check in. The CSRC will not pay or reimburse CSRC members for parking tickets acquired while on campus.

**Tuesday, January 30** — For those employers participating in Interview Day at The Inn at Virginia Tech, parking passes are not required. Employers participating in Interview Day at Smith Career Center and CS Course Panels will receive a parking pass at Monday’s career fair check-in. Parking passes do not allow free parking in metered spaces. According to Parking Services, restricted areas for parking include: handicap spaces, loading zones, service vehicle zones, timed areas, carpool spaces, grass, admission areas, Owens Banquet Hall, Dietrick Dining Hall and Basketball Practice Facility Lots. The CSRC will not pay or reimburse CSRC members for parking tickets acquired while on campus.
VT Wireless
At The Inn, company representatives may access wireless (Hotel-Guest) by opening a browser. When The Inn’s splash page comes up, hit log in. There is no password.

On campus, company representatives may request access to the VT Wireless Network at the following link. Access will need to be renewed after 9 hours.

https://guestmanager.cns.vt.edu/guest/create_account.php?_browser=1

Event Policies
Cancellations
CSRC Career Fairs are university-sanctioned events. If Virginia Tech is closed on the day of the CSRC Career Fair(s), for any reason including weather, the CSRC Career Fair(s) will be rescheduled. Refunds will not be issued to CSRC members who cannot/do not participate in the rescheduled CSRC Career Fair date(s).

If the university is closed the event will be rescheduled.

No-Show Policy
If a company cannot attend the CSRC Career Fair, for whatever reason, no refunds will be issued. Please send an email to csrc@cs.vt.edu if you cannot attend so that a sign can be placed on your booth notifying students.

Maps and Parking (pages 5-8)