**2017 FALL CSRC CAREER FAIR**

*FAQs for Company Representatives*

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

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**PRE-CAREER FAIR DEADLINES TO REMEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 20, 2017</td>
<td>Employer Registration Begins</td>
</tr>
<tr>
<td>Friday, August 18, 2017</td>
<td>Employer Registration Closes</td>
</tr>
<tr>
<td>Friday, August 18, 2017</td>
<td>CSRC Company Profile Updated in Portal (<a href="https://csrc.cs.vt.edu/">https://csrc.cs.vt.edu/</a>)</td>
</tr>
<tr>
<td>Monday, August 28, 2017</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>Friday, September 1, 2017</td>
<td>Attending Representative Names/Emails Due</td>
</tr>
<tr>
<td>(<a href="https://virginiatech.qualtrics.com/jfe/form/SV_eS3pWabCyd1Tyfz">https://virginiatech.qualtrics.com/jfe/form/SV_eS3pWabCyd1Tyfz</a>)</td>
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**CAREER FAIR SCHEDULE AT-A-GLANCE**

**Sunday, September 10—All Events in Squires Student Center**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 pm - 6:00 pm</td>
<td>Employer Information Sessions</td>
</tr>
<tr>
<td>6:00 pm - 7:30 pm</td>
<td>Career Fair Prep and Opening Reception (Premier &amp; Regular), Old Dominion</td>
</tr>
</tbody>
</table>

**Monday, September 11—All Events in Squires Student Center**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8:00 am - 8:00 pm</td>
<td>Shuttle Service, Chicken Hill Lot/Squires Student Center</td>
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<tr>
<td>8:00 pm - 7:00 pm</td>
<td>Employer Hospitality, Jamestown Room</td>
</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Company Load-In and Check-In, Commonwealth Ballroom Hallway</td>
</tr>
<tr>
<td>10:30 am - 11:15 pm</td>
<td>CSRC Business Meeting, TBD</td>
</tr>
<tr>
<td>11:30 am - 1:30 pm</td>
<td>CSRC Lunch, Old Dominion Ballroom</td>
</tr>
<tr>
<td>2:00 pm - 7:00 pm</td>
<td>CSRC Career Fair (CS majors/minors only), Commonwealth Ballroom</td>
</tr>
<tr>
<td>5:00 pm - 7:00 pm</td>
<td>CS Plus—Other Majors Fair*, Commonwealth Ballroom</td>
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<tr>
<td></td>
<td>*Computational Modeling and Data Analytics (CMDA)</td>
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<tr>
<td></td>
<td>*Computer Engineering Program (CPE)</td>
</tr>
<tr>
<td>6:30 pm - 9:30 pm</td>
<td>Employer Information Sessions, Various Locations</td>
</tr>
</tbody>
</table>

**Tuesday, September 12—All Events in Multiple Locations**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8:00 am - 9:00 am</td>
<td>CS VT Alumni Breakfast, Preston’s Restaurant, The Inn at Virginia Tech</td>
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<tr>
<td>8:30 am - 4:30 pm</td>
<td>Interview Day, Smith Career Center and The Inn at Virginia Tech</td>
</tr>
<tr>
<td>11:00 am - 5:50 pm</td>
<td>CS Course Panels, Various Locations</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Employer Information Sessions, Various Locations</td>
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</tbody>
</table>
**Event Specific Instructions**

**Sunday, September 10**

- **Employer Information Sessions, Squires, 9:00 pm - 6:00 pm (Optional) (Premier)**
  
  Premier members will have the opportunity to showcase their company to students in a one-hour information session. Employers are not required to host a session—this is optional. Note, three sessions are also available on Monday from 6:30 - 9:30 pm and three sessions on Tuesday from 6:00 pm - 9:00 pm. There will be one employer information session per hour. We do not want to double-book events because it can impact student attendance/participation.

  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, then 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.

- **Career Fair Prep and Opening Reception, Squires, 6:00 pm - 7:30 pm (Premier, Regular)**
  
  Assist students in preparation for the next day’s career fair. Food and beverages will be provided.

**Monday, September 11 — All Events in Squires Student Center**

- **Employer Hospitality, Jamestown Room, 8:00 am - 7:00 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.

- **CSRC Business Meeting, TBD, 10:30 am - 11:15 pm (Premier, Regular, Career Fair Attendee)**
  
  All career fair representative are invited to attend the CSRC business meeting for an update on the CSRC and the Department.

- **Lunch with Scholarship Winners, CS Ambassadors, Student Organization Leaders, and Volunteers, Old Dominion Ballroom, 11:30 am - 1:30 pm (Premier, Regular)**
  
  Attend a continuous lunch buffet with student scholarship winners, CS ambassadors, student organization leaders, and CSRC volunteers. Employers may eat with students in this casual networking opportunity. A short program will present scholarship winners. Check-in starts at 11:00 am with the buffet lunch beginning at 11:30 am.

- **Career Fair, Commonwealth Ballroom, 2:00 pm - 7:00 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 let us know by emailing csrc@cs.vt.edu and include his/her name on the list of company representatives attending on behalf of your company. This will ensure the student will have a name tag to be allowed to enter the room.

  Upon arrival, please come to the Employer Check-in area, Commonwealth Ballroom Hallway, to receive a nametag, booth layout and other instructions.
EVENT SPECIFIC INSTRUCTIONS (continued)

Monday, September 11 — All Events in Squires Student Center

♦ CS Career Fair, Commonwealth, 2:00 pm - 7:00 pm (Premier, Regular, Career Fair Attendee)

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
- One 2’ x 6’ skirted table
- Side rails are 3’ high
- Company identification sign
- Two folding chairs
- One 120v electrical plug in

End of Day Reminders:
- Place items on your booth table that you want Hollins Exposition Services to ship back.
- The doors of the career fair will close at 7:00 pm and no additional students will be able to check-in after this time. It is at the discretion of the employer to determine if he/she will continue talking to the students who may still be in line after 7:00 pm.

♦ CS Plus Career Fair, Commonwealth Ballroom, 5:00 pm - 7:00 pm (Premier, Regular, Career Fair Attendee)

The CS Plus Career Fair will be advertised to students majoring in CMDA* and CPE*. Company representatives may invite students from other majors to meet them during this career fair.

*Computational Modeling and Data Analytics (CMDA)
*Computer Engineering Program (CPE)

End of Day Reminders:
- Place items on your booth table that you want Hollins Exposition Services to ship back.
- The doors of the career fair will close at 7:00 pm and no additional students will be able to check-in after this time. It is at the discretion of the employer to determine if he/she will continue talking to the students who may still be in line after 7:00 pm.

♦ NOTE: Career Fair and CS Plus Career Fair

Both the career fairs will be held in Commonwealth Ballroom.

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

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.
EVENT SPECIFIC INSTRUCTIONS (continued)

Tuesday, September 12 — Events in Multiple Locations

- **Alumni Breakfast, TBD, 8:00 am - 9:00 am (Premier, Regular, Career Fair Attendee)**
  
  Join computer science department staff and alumni for breakfast and catch up with others.

- **Interview Day, Smith Career Services Building and The Inn at Virginia Tech, 8:30 am - 4:30 pm (Premier, Regular, Career Fair Attendee—as space allows)**

  Interview Day will take place in Smith Career Services Building and at The Inn at Virginia Tech.

  Please do not invite students to start interviews before 8:30 am and please ensure you are done interviewing by 4:30 pm. 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 in Smith Career Services Building 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 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.

  There are a limited number of interview rooms in Smith Career Services (27 total) for Premier and Regular members as well as at The Inn at Virginia Tech (28 total). Rooms are on a first come, first served basis. We may or may not be able to accommodate your request for a room. A confirmation email will be sent to notify you.

  CS staff may change room number assignments due to company-sponsored rooms in the Smith Career Services building. You will be notified of any room changes in advance.

- **CS Course Panels, Various locations and times (Premier)**

  Premier companies registered for this event will be notified by email concerning panel selection along with further instructions. You will receive a parking pass on Monday when you check in at the career fair.

  Please note that only one company representative may attend each panel. One parking pass will be provided to the company representative participating on the panel. You may pick up your parking pass when you check-in at the career fair. The format of the panel is students will ask company representatives questions. The professor will be on hand to help moderate. The question topics are entirely driven by the students. Students will ask a variety of career-related/job search questions and seek advice and/or recommendations. You do not need to prepare a special presentation. The company representatives who are participating on the panel come from diverse functional areas within his/her individual company including HR recruiters, engineers and etc. Please arrive about ten minutes prior to the panel start time and check-in with me at the front of the class. Please note that due to the classroom size, configuration or number of chairs, company representatives may have to stand during the class (please dress comfortably). Company representatives are welcome to wear company attire and/or nametags.
General Information (continued)

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 First Come, First Served.

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, September 1, 2017. 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, September 1, 2017. We ask for this information to ensure there is enough food, beverage, 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_eS3pWabCyd1Tyfz.

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 Block
Lodging blocks are available on Sunday and Monday, September 10 and 11 at the following hotels:
The Inn at Virginia Tech, $144/night + tax. Additional person $10/night + tax. Register by Friday, August 11 at 540.231.8000 or toll free 877.200.3360 and ask for “Computer Science Resources Consortium”.

Local Accommodations

<table>
<thead>
<tr>
<th>On Campus</th>
<th>In Christiansburg</th>
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</thead>
<tbody>
<tr>
<td>The Inn at Virginia Tech</td>
<td>540.231.8000</td>
</tr>
<tr>
<td>Close to Campus, Blacksburg</td>
<td></td>
</tr>
<tr>
<td>Clay Corner Inn</td>
<td>540.552.4030</td>
</tr>
<tr>
<td>Main Street Inn</td>
<td>540.552.6246</td>
</tr>
<tr>
<td>In Blacksburg</td>
<td></td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>540.951.1500</td>
</tr>
<tr>
<td>Courtyard Marriott</td>
<td>540.552.5222</td>
</tr>
<tr>
<td>Days Inn</td>
<td>540.951.1330</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>540.552.5636</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>540.552.5005</td>
</tr>
<tr>
<td>Hyatt Place Hotel</td>
<td>540.552.7500</td>
</tr>
</tbody>
</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 Planning Office in Squires Student Center—your packages will not be accepted.
- 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 have questions about shipments, please contact:
  Kris Peter
  Hollins Exposition Services
  540.362.3940, x 115
  www.hollins-expo.com

Parking

**Sunday, September 10**—Parking passes are not required on the weekends in most areas. Please follow parking signs/rules posted.

**Monday, September 11**—All company representatives must park in Chicken Hill Lot. Parking passes will be given to company representatives. The parking pass must be placed inside the vehicle prior to leaving the parking lot. Shuttle service will be available from 8:00 am - 8:00 pm between Chicken Hill Lot and Squires Student Center. The CSRC will not pay or reimburse CSRC members for parking tickets acquired while on campus.

**Tuesday, September 12**—Employers participating in Interview Day 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.

Maps of Campus (see pages 7-10)

Map of VT campus  Parking Lot Map  Visitor Parking Information

VT Wireless

Company representatives can 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.
Virginia Tech Visitor Parking Information

Welcome to Virginia Tech! We want your visit to be as pleasant as possible. Below are helpful guidelines for parking while visiting our campus.

Visitors may park in any Faculty/Staff, student or visitor parking space with a valid visitor permit. Some restrictions do apply. See below or reference the reverse side of your visitor permit for more information. The following are examples of signs indicating valid visitor parking spaces/areas on campus:

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A space with a sign including any additional information displayed such as 24 Hour or carpool (see example below), a visitor may not park in that area/space. Other examples include: Teaching Assistant (T/A), vanpool, ADA spaces, loading zones, and service vehicle (SV). The following are a few examples of how the designation appears. Not all signs may appear in this manner and not all signs on campus are used in these examples. In addition to the below restrictions, visitors may not park in the Basketball Practice Facility and Extension lots, Owens and Dietrick Dining Lots.

***REMINDER*** All meters on campus are payable with or without a visitor permit. See individual meter for enforcement time.

For more information or questions regarding parking at Virginia Tech, please contact:

Parking and Transportation
605 Research Center Drive (MC 0540)
Blacksburg, Virginia 24061
540-231-3200
www.parking.vt.edu

www.facebook.com/virginiatechparkingandtransportation

www.twitter.com/VTParking