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

PRE-CAREER FAIR DEADLINES TO REMEMBER

- Employer Registration Opens: Tuesday 11/1/16
- CSRC Company Profile Updated in Portal (https://csrc.cs.vt.edu/): Friday 1/13/17
- Spring Classes Begin: Tuesday 1/17/17
- Employer Registration Closes: Friday 1/27/17
- Attending Rep Names/Emails in: Thursday 2/9/17
- Resume Download Opens in Portal: Monday 2/6/17

https://virginiatech.qualtrics.com/SE/?SID=SV_0iCi8vBSEDIEo5

CAREER FAIR SCHEDULE AT-A-GLANCE

Sunday, February 19

Employer Information Sessions, Various locations
9:00 am - 9:00 pm

Monday, February 20 — All Events in Squires Student Center

Shuttle Service, Chicken Hill Lot
8:00 am - 8:00 pm

Coat and Bag Check, Room 219
8:00 am - 8:00 pm

Employer Hospitality, Jamestown Room
8:00 pm - 7:00 pm

Company Load-In, Check-In Commonwealth Ballroom Hallway
9:00 am - 12:00 pm

CSRC Lunch, Old Dominion Ballroom
11:00 am - 12:45 pm

CSRC Career Fair (CS majors/minors only), Commonwealth Ballroom
1:00 pm - 5:00 pm

CS Plus Others Fair (other majors invited*), Commonwealth Ballroom
5:30 pm - 7:30 pm

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

Employer Information Sessions, various locations
6:30 pm - 9:30 pm

Tuesday, February 21 — Events in Multiple Locations

Interview Day, Smith Career Services Building and Owens Banquet Hall
8:30 am - 4:30 pm

CS Course Panels, Various Locations
9:30 am - 5:50 pm

Employer Hosted Information Sessions, Various Locations
5:30 pm - 9:30 pm

Women in Industry Networking Reception and Panel
6:30 pm - 8:00 pm
**EVENT SPECIFIC INSTRUCTIONS**

### Sunday, February 19

- **Employer Information Sessions, Squires, 9:00 am - 9:00 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 four sessions on Tuesday from 5:30 pm - 9:30 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 in January.

  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.

### Monday, February 20 — 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.

- **Lunch with 3.4 gpa and higher students, CS Student Organization Leaders, CS Ambassadors, and CS Volunteers, Old Dominion Ballroom, 11:00 am - 12:45 pm**
  
  *(Premier, Regular)*
  
  Attend a lunch buffet with students holding a 3.4 gpa or higher, CS student organization leaders, CS ambassadors, and CSRC volunteers. Employers may eat with students in this casual networking opportunity. There will be no formal program. Check-in starts at 10:30 am with the buffet lunch beginning at 11:00 am. You may drop in at any time between 11:00 am - 12:45 pm.

- **Career Fair, Commonwealth Ballroom, 1:00 pm - 5:00 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, then you need to 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. Otherwise, the student will not have a name tag and will not 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, February 20 — All Events in Squires Student Center

Career Fair, Commonwealth Ballroom, 1:00 pm - 5:00 pm (continued)

A standard single booth comes with the following complimentary items:
- Standard 8 foot booth
- Draping to cover the table/booth
- 6 foot table
- (Premier Members receive two single booths)
- Sign with your company name
- 2 chairs
- One 120-volt electric outlet/booth
- Bottled water at the start of the career fair

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 5:00 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 5:00 pm.

♦ CS Plus Career Fair, Commonwealth Ballroom, 5:30 pm - 7:30 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 7:30 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 7:30 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 may move companies to different booths to accommodate layout and space. You will be notified of any change in booth location in advance.
**Interview Day, Smith Career Services Building and Owens Banquet Hall, 8:30 am - 4:30 pm**  
(Premier and Regular, Career Fair Attendee)

Interview Day will take place in two (2) locations this year, Smith Career Services Building and Owens Banquet Hall.

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 Owens Banquet Hall 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.

Boxed lunches, 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). We may or may not be able to accommodate your request for more than 1 room. A confirmation email will be sent to notify you.

There are a limited number of interview booths (57 total). We may or may not be able to accommodate your request for more than 1 booth space. A confirmation email will be sent to notify you if we can accommodate your request for more than 1 space.

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 for the career fair.

**Women in Industry Networking Reception, 6:30 pm - 8:00 pm**  
(Premier)

Female company representatives only may attend. You will receive a parking pass on Monday when you check in for the career fair.
GENERAL INFORMATION  (continued)

General
You may view the full schedule of events at http://www.cs.vt.edu/files/csrcschedule.pdf

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, January 13, 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 Thursday, February 9, 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/SE/?SID=SV_0ilCi8vBSEDIEo5.

Resume Databasse
Employers will continue to view/download student resumes in the CSRC portal (https://csrc.cs.vt.edu).

Hotel Block
A lodging block is available on Sunday and Monday, February 19 and 20, at The Inn at Virginia Tech, Blacksburg, Virginia, for $139.00/night + taxes; $10 each additional person, per day + taxes. All room costs are the responsibility of each company representative. Please call 540.231.8000 or toll free at 877.200.3360 to make a reservation, and ask for the “CSRC Career Fair” room block.

Local Accommodations

<table>
<thead>
<tr>
<th>On Campus</th>
<th>In Christiansburg</th>
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<tbody>
<tr>
<td>The Inn at Virginia Tech</td>
<td>Days Inn</td>
</tr>
<tr>
<td>540.231.8000</td>
<td>540.382.0261</td>
</tr>
<tr>
<td>Close to Campus, Blacksburg</td>
<td>Fairfield Inn</td>
</tr>
<tr>
<td>Clay Corner Inn</td>
<td>Hampton Inn</td>
</tr>
<tr>
<td>540.552.4030</td>
<td>540.381.5874</td>
</tr>
<tr>
<td>Main Street Inn</td>
<td>Holiday Inn</td>
</tr>
<tr>
<td>540.552.6246</td>
<td>540.381.8100</td>
</tr>
<tr>
<td>In Blacksburg</td>
<td>Holiday Inn Express</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>540.382.6500</td>
</tr>
<tr>
<td>540.951.1500</td>
<td>Homewood Suites</td>
</tr>
<tr>
<td>Courtyard Marriott</td>
<td>540.838.1742</td>
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<tr>
<td>540.552.5222</td>
<td>Microtel</td>
</tr>
<tr>
<td>Days Inn</td>
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<tr>
<td>540.951.1330</td>
<td>Quality Inn</td>
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<tr>
<td>Holiday Inn Express</td>
<td>540.382.2055</td>
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<tr>
<td>540.552.5636</td>
<td>Super 8</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>540.382.5813</td>
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<td>540.552.5005</td>
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Additional accommodations may be found in Christiansburg and Radford.
Shipping Information

- Hollins Expositions is working with us to have packages sent to the event. An exhibitor packet will be sent from Hollins Expositions to companies registered for the career fair about one month in advance. Please do not ship career fair items to Computer Science offices.
- You do not need to contact Hollins Exposition Services 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 Hollins Exposition Services at 540.362.3940, extension 115 and ask for Kris, who can assist with freight/shipping information.

Parking

**Sunday, February 19**—Parking passes are not required on the weekends in most areas. Please follow parking signs/rules posted.

**Monday, February 20**—All company representatives must park in Chicken Hill Lot. The shuttle bus driver will give out parking passes 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, February 21**—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 csrcc@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:

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.

***REMEMBER*** 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