

2009 Invitation Letter

Dear Employer Representative,

The Institute of Technology, along with the student chapter of the Society of Women Engineers (SWE) cordially invite you to join us at the 2009 Institute of Technology Career Fair. This career fair is an excellent opportunity for you to meet with University of Minnesota Institute of Technology undergraduate and graduate students seeking full-time, part-time, internship and co-op positions in the engineering, physical science, mathematics, and computer science fields. To encourage your attendance at both days of the event, we are offering a special second day rate. A two-day format accommodates our M-W-F and T-Th class scheduling and enhances the opportunity for your representatives to meet with the greatest number of students.

2009 ITCF Details

- The Career Fair will be held on Tuesday, September 22nd & Wednesday, September 23rd from 10AM to 4PM in the Great Hall of Coffman Student Union on the University of Minnesota-Twin Cities East Bank Campus.

- Due to the unreliability of fax registration we now have online registration only. To register for the fair, please visit: <http://goldpass.umn.edu>. Click on "Career Events" and Event ID #309.

- The registration deadline is Tuesday, Sept. 01, 2009.** After the registration deadline has passed you may register, **with a late fee of \$100**, however, due to deadlines for printing, we cannot guarantee that your company information will be available in our guidebooks. Students will be aware that your company is attending through the ITCF website.

- On-campus interviews may be scheduled through Career Center for Science and Engineering. For the best selection of dates, please contact our Recruiting Coordinator at 612-624-4090 or ccsejobs@umn.edu.

- The cost for attending both days is \$1000 per table; the cost for attending one day is \$600 per table (early bird registration is \$500 per table before July 31). This registration fee includes one 3' x 6' table for your display. Internet access costs \$10 per day per IP Connection; TV/VCR packages cost \$30 per day.

- Due to space constraints, we request that there be no more than **three** representatives at each table per day. The registration fee will cover breakfast, lunch, beverages, and validated parking at designated university parking facilities for **3** representatives. Additional representatives may attend for an added \$70 per representative. **We will bill you after the Career Fair if there are unaccounted representatives.**

- Please notify us upon registration if you wish to use a free-standing display instead of a table, or if you will be using one in addition to a table. You will be required to register your display as if it was a table and will be charged accordingly; your notification simply helps us with preparing the floor plan of the fair due to severe space constraints.

- Make your own shipping arrangements to and from the fair!** We will not be held responsible for shipping boxes for you.

We look forward to hearing from you and will be happy to answer any questions regarding the 2009 Institute of Technology Career Fair via e-mail at ccse@umn.edu or by phone at 612-624-4090.

Sincerely,

Institute of Technology Career Fair Advisory Board
U of M IT Career Fair
September 22nd, & 23rd, 2009

List of Fees

Attending Tuesday, September 22nd ONLY

One Table	\$600
Additional Table	\$300
TV/VCR	\$30
Internet	\$10
Additional Representatives (beyond 3)	\$70 per rep

Attending Wednesday, September 23rd ONLY

One Table	\$600
Additional Table	\$300
TV/VCR	\$30
Internet	\$10
Additional Representatives (beyond 3)	\$70 per rep

Gov. and Non-Profit One Day (Sept 22nd OR 23rd)

One Table	\$300
Additional Table	\$300
TV/VCR	\$30
Internet	\$10
Additional Representatives (beyond 3)	\$70 per rep

Attending Tuesday and Wednesday, September 22nd and 23rd

One Table (both days)	\$1000
Additional Table (both days)	\$500
TV/VCR (both days)	\$50
Internet (both days)	\$15
Additional Representatives (beyond 3)	\$70 per rep

EarlyBird Specials (register before July 31st)

One Day	\$550
Two Day	\$900

Please register online at <http://goldpass.umn.edu>. Click on Career Events (Event ID #309).

Institute of Technology Career Fair (ITCF) is co-run by a non-profit student organization; therefore ITCF itself does not have its own Tax ID. Tax ID information for SWE is available upon request.

Due to miscommunication with cancellations in the past, we will only accept **written cancellations** (i.e. mail or e-mail) **no later than Monday, September 7th, 2009**

If you are unable to pay for registration via credit card, we do except checks (made out to: University of Minnesota), and they can be mailed to the following address: 50 Lind Hall, 207 Church St. SE, Minneapolis, MN 55455. We are aware that it takes a while to process a check, so we ask that all payments be in by **Friday, December 4, 2009**.

Note: In fairness to those who have paid on time, **companies that have not paid** by Tuesday, December 1, 2009 **will not be allowed to participate** in the 2010 Institute of Technology Career Fair.

IMPORTANT! We will not be held responsible for shipping materials to and from the fair. **PLEASE MAKE YOUR OWN SHIPPING ARRANGEMENTS!**