To be of greatest value, the Recruiters’ Guide should be given to those representing your organization at the Career Fair, as well as to those making travel arrangements and coordinating trip logistics. Recruiters with disabilities who may need assistance should call 812-856-4322 to discuss specific requests.
Thank you for registering for the Spring Career Fair. Please read the following information carefully to properly arrange your visit. We look forward to seeing you at the Career Fair!

Schedule of Events

Women in IT Networking Reception
Thursday, January 25, 2018 • 9:00 am–10:30 am
Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

The Women in IT Reception is an event connecting women students from the School of Informatics, Computing, and Engineering to employers seeking to support the advancement of women in the tech industry. Meet and greet with students and other employer representatives from a variety of industries. Breakfast, 9 am – 9:30 am; Brief remarks by an industry leader and networking 9:30 am – 10:30 am.

*Employers attending the Women in IT Reception may begin setting up their Career Fair booths at 8:00 am.

Spring Career Fair
Thursday, January 25, 2018 • 11:00 am–4:00 pm
Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

*Employers may begin setting up their Career Fair booths at 9:30 am. Lunch will be served between 12:30 pm and 2:30 pm with soup and salad offered until 4:30 pm.

Cancellation Policy

Cancellation requests must be received in writing to Ellen Rodkey at ellen@iu.edu no later than Wednesday, January 17, 2018 to be eligible for a refund (less a $20 cancellation fee for paid registrations). No refunds will be issued after that date.

Displays and Materials

Shipping

If you plan to ship displays and other company materials, you MUST follow these shipping instructions.

Shipments must arrive on exactly January 24, 2018. All shipments must be marked with your company name, the event date, and the event name. You MUST include “HOLD FOR SICE” on all boxes. If you are shipping more than one box, indicate how many boxes are being shipped (e.g., 1 of 3, 2 of 3, 3 of 3).

You may use the pre-printed shipping label(s) (compatible with Avery label 5164 - download in MSWord or PDF format) or address your materials as follows:

Ship to:
Bloomington Monroe County Convention Center
302 S. College Avenue
Bloomington, IN 47403

HOLD FOR SICE CAREER FAIR
January 25, 2018
Box # ____ of ____

PLEASE NOTE: The School of Informatics, Computing, and Engineering and the Bloomington Convention Center do not assume responsibility for the shipment or post-event storage of employer displays or other materials. EMPLOYERS ARE RESPONSIBLE FOR ARRANGING THEIR OWN POST-EVENT PICK-UPS WITH SHIPPING VENDORS. Local shipping companies include Fed-Ex (1-800-463-3339), UPS (1-800-742-5877), and USPS (1-800-222-1811).

Career Fair Display

All registrations include one 8-foot table for your display, black table covering, and wireless internet access. If electricity to your booth is requested and this was not included on your initial registration, please email ellen@iu.edu with your request. To unload and set up your Career Fair display, you may pull up to the curb near the south entrance of the Convention Center. Volunteers will be available to assist you.
Hosting On-Campus Interviews

Participating in on-campus interviews is an excellent opportunity to improve your company’s presence with students and often contributes to a more successful recruiting season. The Career Services Office offers two options for hosting on-campus interviews.

Option 1

Next Day Interviews
Friday, January 26, 2018 • 8:00 am–5:00 pm
Cedar Hall (Union Street Center) Auditorium
445 N. Union Street

For Next Day Interviews, employers are expected to build their own interview schedules. At the Career Fair, we will provide you with a blank schedule that you may use as an interview sign-up sheet. At Next Day Interviews, please give us the carbon copy of that schedule so that we may properly check in students when they arrive.

For more information about Next Day Interviews, please contact Ellen Rodkey at ellen@iu.edu.

Option 2

On-Campus Interviews
February 5 – May 4
SICE Career Services
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue

On-Campus Interview schedules are managed through SICE Careers, our online job posting and interview scheduling system. We manage these schedules on a daily basis, and we will work with you to select a date and create a schedule that best meets your needs.

To request an on-campus interview date, please log into SICE Careers. Interview dates are approved on a first come, first served basis. For more information about On-Campus Interviews or about adding non-SICE students to your schedule, please contact Ellen Rodkey at ellen@iu.edu.

Travel and Lodging

Travel by Plane
The primary commercial air service to Indiana University is provided by the Indianapolis International Airport (IND), located 50 miles north of Bloomington. From the Indianapolis International Airport, you can rent a car or take a shuttle to Bloomington.

- Bloomington Shuttle Service, 1-800-589-6004
- Star of America, 1-800-228-0814

Please allow for at least 1 hour and 30 minutes of travel time between Indianapolis and Bloomington.

Travel by Car
Detailed driving directions can be found on the Bloomington Convention Center website at www.bloomingtonconvention.com. There is plenty of FREE on-site parking at the Bloomington Convention Center.

Suggested Lodging
Courtyard Marriott
(connected to the Convention Center)
310 S. College Avenue
888-236-2427

Biddle Hotel
(Indiana Memorial Union)
900 E. 7th Street
812-855-2536

Dining Suggestions
Bloomington offers many great dining options, and an excellent dining guide can be found at www.magbloom.com/dining-out.