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 Fall 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**

**Resume Review Blitz**  
*Wednesday, September 5, 2018*  
Luddy Hall, Career Services Suite  
700 N. Woodlawn Avenue, Bloomington, IN 47408  

The Resume Review Blitz is designed to provide students with a fresh employer perspective to individually review and critique resumes and offer tips for improvement.

**Accelerator Council Meeting and Accelerator Reception** *(by invitation only)*  
*Wednesday, September 5, 2018*  
Luddy Hall, Career Services Suite  
700 N. Woodlawn Avenue, Bloomington, IN 47408  

The Accelerator Council Meeting and Accelerator Reception are events inviting representatives from companies participating in the Accelerator Corporate Giving Program to meet with faculty and staff to discuss industry and recruiting trends, and meet high-achieving students from the School of Informatics, Computing, and Engineering. For more information about the Accelerator Corporate Giving Program, please contact Jodie Sackley at jocarlbe@indiana.edu.

**Reverse Career Fair**  
*Wednesday, September 5, 2018*  
Luddy Hall, Career Services Suite  
700 N Woodlawn Avenue, Bloomington, IN 47408  

Be on the outside of the booth! This time, student organizations will set up booths, and employers get to move about the room. This event is an opportunity for employers to network with student organizations and their leaders and build collaboration opportunities.

**Employer-Faculty Reception**  
*Wednesday, September 5, 2018*  
5:30 pm–7:00 pm  
Luddy Hall, Shoemaker Innovation Center  
700 N Woodlawn Avenue, Bloomington, IN 47408  

The Employer-Faculty Reception invites employer representatives and faculty members from the School of Informatics, Computing, and Engineering to network informally and share ongoing trends and developments in both the classroom and in industry.

**Fall Career Fair**  
*Thursday, September 6, 2018*  
11:00 am–4:00 pm  
Bloomington/Monroe 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 12:00 pm and 2:00 pm, with soup and salad available from 2:30–4:30 pm.*

**Mock Interview Day**  
*Friday, September 14, 2018*  
Luddy Hall, Career Services Suite  
700 N Woodlawn Avenue, Bloomington, IN 47408  

Help prepare SICE students to interview effectively by conducting mock interviews.

**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, September 7, 2018*  
8:00 am–5:00 pm  
Indiana Memorial Union – Alumni Hall  
900 E. 7th 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 provide a copy of that schedule so that we may properly check in students as they arrive.

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

**Option 2**  
**On-Campus Interviews**  
*September 17 – December 7, 2018*  
Informatics, Computing, and Engineering Career Services  
Luddy Hall  

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@indiana.edu.
Cancellation Policy

Cancellation requests must be received in writing to Ellen Rodkey at ellen@indiana.edu no later than Wednesday, August 29, 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 September 5, 2018. All shipments must be marked with your company name, the event date, and the event name. You MUST include “HOLD FOR SICE CAREER FAIR” 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
September 6, 2018
Box # ____ of ____

**PLEASE NOTE:** The School of Informatics, Computing, and Engineering and the Bloomington/Monroe 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 an 8-foot table for your display and wireless access at the venue. 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.

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.