Dear [fullname] with [Company_Name],

Thank you for registering to attend the University of Maryland Department of Computer Science Spring 2018 Internship and Career Fair. You are confirmed and we look forward to your participation!

Please take a moment to read through this important event information.

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1. DATE, LOCATION DEADLINES & FAIR SCHEDULE

Tuesday, February 20, 2018
College Park Marriott Hotel & Conference Center
3501 University Blvd E,
Hyattsville, MD 20783

Schedule:

2:00pm – 3:00pm
- Check In
- Booth Set up
- Reception and Refreshments *Refreshments will be available until **7:30pm**

3:00pm – 4:00pm
- Computer Science Career and Internship Fair

*Power Hour for full time positions*– Attendees looking for full time employment will have a head start to enter the CS Career Fair and meet with employers.

4:00pm – **8:00pm**
- Computer Science Career and Internship Fair
  - Please note that this event is exclusively for Computer Science and Computer Engineering undergraduate and graduate students. We will review the resumes of students outside the major prior to admission to the event.

Logistical Information

Assigned spaces include a 6ft rectangular table, 2 chairs, and a black tablecloth. You are welcome to bring any display, materials, swag, etc. that fits within these parameters. If you have any unique displays, please contact Miriam Friedman, mfried@cs.umd.edu, for advance approval. Please note that the venue cannot accommodate outside food including pizza, popcorn, cotton candy, etc. Individually wrapped items are acceptable.

Payment & Cancellation Deadlines:

**Payment Deadline: Payment must be made by February 1, 2018.**

Cancellation Deadline: In order to receive a full refund - or to not be billed if you haven't already paid - cancellations must be made in writing via email at mfried@cs.umd.edu by February 1, 2018. All other cancellations made after this deadline - including cancellations made by employers who register after the cancellation deadline - will receive no refund.

Table Forfeit: If you do not arrive by 3:00pm on the day of the fair and have not contacted us via email at mfried@cs.umd.edu to make alternative arrangements, we will consider your booth forfeited and reserve the right to assign it to another exhibitor.

2. SHIPPING BOOTH MATERIALS

If you plan to ship materials to the fair, please complete, print, and attach the CS Shipping Label to ALL materials. Please make sure that all materials arrive to the address below by February 16, 2018.

Attn: Doug Waterman
University of Maryland
Physical Distribution Center, Severn Building
5245 Greenbelt Road, Dock #6
College Park, MD 20740
*Any package delivery inquiries should call Central Receiving at 301.405.5851

3. **SHIPPING MATERIALS AFTER THE CS CAREER FAIR**

Please bring return shipping labels, packing tape, and any other supplies you need to ship back your materials. All materials left at the venue will be picked up by 9am on February 21st and returned to Central Receiving. We recommend that you schedule a pickup with your preferred carrier from Central Receiving on the afternoon of February 21st, especially if you have express packages.

4. **PARKING INFORMATION**

Complimentary Parking is available in the garage adjacent to the College Park Marriott Hotel & Conference Center.

5. **INCLEMENT WEATHER**

In the event of inclement weather, check [http://www.umd.edu](http://www.umd.edu), call 301.405.7669, or tune into local radio and television stations beginning at 6:00 am to hear if the University of Maryland, College Park campus is closed or if campus opening will be delayed for a specific number of hours. If the University of Maryland is closed due to inclement weather, then all events will be canceled. We will be in touch with you via e-mail to discuss the next steps. If no information is given, you should assume the campus is open.

6. **SCHEDULE FREE ON-CAMPUS INTERVIEW SESSIONS**

If you haven't already done so, don't forget to reserve a free interviewing room in our Center utilizing our "Room Only Schedule" option. This will allow you the flexibility of scheduling your own interviews with candidates you meet while at the fair (meaning you will lock candidates into your schedule much faster). **Employers who utilize our On-Campus Interviewing Program in conjunction with the fair report higher levels of success.** So if you haven't reserved a room do so soon. Space is very limited. Visit our [information page](http://www.umd.edu) for more information or contact Michael Maiden at [mmaiden@umd.edu](mailto:mmaiden@umd.edu)

7. **OTHER RECRUITING OPPORTUNITIES:**

The University Career Center & The President’s Promise will also host a campus-wide [Spring Career & Internship Fair](http://www.umd.edu) on February 21 & 22, 2018

8. **CONTACT NAMES, QUESTIONS?**

- Fair Logistics:  
  - Miriam Friedman, [mfried@cs.umd.edu](mailto:mfried@cs.umd.edu), 301.405.0688
- Payment Information:  
  - Michael Martucci, [mmartucc@umd.edu](mailto:mmartucc@umd.edu), 301.314.7238
- Careers4Terps job/internship postings and On-Campus Interviews:  
  - Michael Maiden, [mmaiden@umd.edu](mailto:mmaiden@umd.edu), 301.405.2780
- Shipping Information:  
  - Doug Waterman, [dwaterma@umd.edu](mailto:dwaterma@umd.edu), 301.405.5851
- Information about joining the Corporate Partners in Computing Program:  
  - Miriam Friedman, [mfried@cs.umd.edu](mailto:mfried@cs.umd.edu), 301.405.0688

Sincerely,

Miriam Friedman  
Events & Community Relations Coordinator  
Department of Computer Science  
University of Maryland