

GENERAL INFORMATION

- Each company may bring a maximum of six (6) representatives to the career fair.
- Space is on a first-come, first-served basis.
- Payments for membership invoices are due 30 days from date of invoice. **Due to space constraints, payment must be received to hold a booth.** Email csrc@cs.vt.edu with any questions or concerns.

CSRC Company Profile

All event confirmations will be sent to the primary contact listed on the company profile page in the CSRC portal at <https://csrc.cs.vt.edu/>. Please update your company profile in the CSRC portal by **Thursday, January 31, 2019**. Students use this information to prepare for the career fair.

CSRC Career Fair Representative RSVP

The names and contact information for all company representatives attending CSRC Career Fair events and activities are due by **Thursday, January 31, 2019**. This information will ensure logistical planning as well as providing an emergency contact due to weather or university closings. Complete this survey to enter the names and email addresses of representatives at: https://viriniatech.qualtrics.com/jfe/form/SV_0xhY1mOjPXbiamV.

Resume Database

Employers can view student resumes in Handshake at: <https://career.vt.edu/job-search/Handshake.html>

Booth Information

Career Fair Attendee members receive 1 single booth
Regular members receive 1 single booth
Premier members receive 2 booths (double)

A standard single booth comes with the following complimentary items:

8' wide x 6' deep (Premier double 16' x 6')	Back drape is 8' high	Side rails are 3' high	Two chairs
One 2' x 6' skirted table	One 120v electrical plug-in	Company identification sign	

CSRC staff reserves the right to move companies to different booths to accommodate layout and space.

End of Day Reminders:

Place items on your booth table that you want Hollins Exposition Services to ship back. Career fair doors and student check-in close at 6:00 pm. The employer will determine whether or not to continue talking with students who may still be in line after 6:00 pm.

VT Wireless

On campus, company representatives may 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

At The Inn, company representatives may access wireless (Hotel-Guest) by opening a browser. When The Inn's splash page comes up, hit log in. There is no password.

10/31/18