



AN HONORS UNIVERSITY IN MARYLAND

Career Center

University of Maryland, Baltimore County
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IMPORTANT: UMBC REVERSE CAREER FAIR LOGISTICS

Dear Reverse Career Fair Registrant,

Thank you for registering for UMBC's Reverse Career Fair 2019! This letter confirms your registration for our **Friday, November 1st** event and outlines important information you will need the day of the fair.

Fair Hours: 10:00am – 12:00pm

Open Networking & Light Fare: 12:00pm – 1:00pm

Location: University Center (Ballroom)

Check-In Opens: 9:00am (please bring your student ID to sign in)

****Please note- all registrants need to be set up by 9:30 am**

SIGN IN & EXPECTATIONS

Student sign in will begin at 9:00am to allow time for your booth set-up. It is preferred that all registrants have their booth set up by 9:30am. Please bring your UMBC student ID to sign in.

During the fair you will need to have a **minimum** of 2 representatives at your booth at all times. There is no maximum limitation for the amount of representatives able to attend – we hope that all of your organization members will be able to attend! **Please be sure to share the logistical information contained in this email with your attending members.**

DISPLAY SPACE

Participants will be provided with one 6' x 2 ½' table to set up displays. Each table will have a plastic table covering provided as well as signage above your table. If you have requested electricity in your registration, we will have also provided you access to an outlet.

Examples of table set-ups can include poster displays, project materials, resumes, event calendars, general information brochures, etc.

Don't forget: in addition, employers will be judging the Best Booth contest. The criteria are listed below.

1. Did the booth represent the purpose/objective of the organization?
2. Were the accomplishments of the organization clearly defined?
3. Were the student representatives articulate and engaging?
4. Did the booth have an element of appeal that attracted you?

RESUMES

We encourage you to **bring your most up-to-date resumes with you**. In addition, we will also be providing employers that attend the Reverse Career Fair access a resume book of all student participants. **Please ensure that you and your attending members have an approved resume in UMBCworks prior to the event date.**

Drop-in hours for resume reviews are Monday-Thursday 2pm – 4pm & Friday 12pm – 4pm in the Career Center, Math/Psychology 201.

If you have any questions regarding your display area, resumes, etc. please feel free to contact me and I will be happy to assist.

Thank you for your participation, we look forward to seeing you at the fair on November 1st!

Sincerely,

Paige Bauder
Assistant Director
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