Fall 2019 STEM Career Fair
Tuesday, September 17th, 2019
8:30 a.m. – 11:30 a.m.

Event Location: UTSA 1604 Main Campus
Building Location: HEB Ballroom 1 & 2

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30am-8:30am</td>
<td>Employer registration, booth set-up, breakfast</td>
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<tr>
<td>8:30 am</td>
<td>STEM Career Fair opens to students</td>
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<tr>
<td>11:30am</td>
<td>STEM Career Fair concludes</td>
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<tr>
<td>11:30 am-1:00 pm</td>
<td>Lunch is provided to recruiters who are attending BOTH the STEM and All Majors Career Fair</td>
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<tr>
<td>12:30pm-1:30pm</td>
<td>All Majors Fair employers arrive</td>
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STEM Career Fair Checklist
1. Confirm Attendants
   Provide the number of attendees along with their name and email address for each individual to Melissa.ramirez@utsa.edu. This allows us to communicate with the representatives should any changes occur. Please note that due to crowd control issues, organizations bringing four or more recruiters at a time are required to register for a Double Booth.

2. Post a Job
   To maximize your exposure to UTSA students, we encourage every employer to post a job at least two weeks before the career fair. If you have not created a job and would like to, please refer to “Post Job Vacancies” under Employer Services on page 6.

3. Meal Accommodations
   Please note that lunch is only provided to recruiters who attend both the STEM and All Majors Career Fair. Please email melissa.ramirez@utsa.edu by Tuesday, September 3 if any meal accommodations are required.

Notes for Career Fair Day
1. The UTSA Career Center is hosting two career fairs on September 17 and ask that if you are NOT staying for both Career Fairs, to please exit the event and garage at the end of the morning event. Please be patient with us as there will be a high volume of employers transitioning during this time. Our office will be closed the day of the fair.
**Shipping:**
Please CLEARLY MARK your shipped packages with your company name and the event name. This will make it easier to sort and deliver to your booth the day of the event. All deliveries are routed through Central Receiving. They can be reached at (210) 458-4592. **Deliveries are not controlled by the Career Center.**

You may ship your exhibitor material prior to your arrival in care of:
- **Attn:** Fall 2019 STEM Career Fair  
  UTSA Central Receiving  
  One UTSA Circle  
  San Antonio, TX 78249-0665

Please notify melissa.ramirez@utsa.edu that materials have shipped and the number of packages we should expect from you. **Shipments must arrive by Friday, September 13.** For additional information, please contact the Career Center at 210-458-4589.

**Return Shipping:**
Organizations are responsible for making advance arrangements with carriers for the return shipping of display materials. Attach the necessary air bills to your materials and arrange for pick up on **Wednesday, September 18.** Please use the address below when calling carriers for pick-up:
- **UTSA Central Receiving**  
  One UTSA Circle  
  San Antonio TX 78249-0686  
  Phone # (210) 458-4016
- **FEDERAL EXPRESS** - (800) 463-3339
- **UPS** - (800) 742-5877
- **AIRBORNE EXPRESS** - (800) 247-2676
- **DHL** - (800) 225-5345

*The University Career Center will not assume responsibility for lost or misplaced items.*

**Displays:**
Employers with a single booth receive a six-foot table and two chairs. Employers with a double booth receive two six-foot tables and four chairs. **Please contact our office if you have any large signs, banners, or display materials so we can assure there is adequate space.**

**Hotels:**
- **Wyndham:** (210) 690-0300•6809 North Loop 1604, San Antonio TX 78249  
- **Staybridge:** (210) 691-3443•6919 N Loop 1604 West, San Antonio, TX 78249  
- **Drury Inn & Suites near La Cantera:** (210) 696-0800-15806•IH-10 West San Antonio, TX 78249  
- **La Quinta Inn Fiesta:** (210) 696-0100•5622 Utex Blvd. San Antonio, TX 78249  
- **Comfort Inn-Fiesta Park Area** (210) 696-4766-6755•N Loop 1604 W San Antonio, TX 78249  
- **Courtyard Six Flags at The Rim:** (210) 558-7774-5731•Rim Pass Dr, San Antonio, TX 78249  
- **Omni Hotels:** (210) 691-8888-9821•Colonnade Blvd, San Antonio, TX 78232  
- **Best Western:** (877) 574-2464•13535 IH 10 West San Antonio, TX 78249
Recruiter Connect Plus:
Please download the Recruiter Connect Plus app available on iPhone, iPad, and Android. The app puts the information you need at your fingertips.

**DRIVING & PARKING DIRECTIONS:**
We strongly encourage you to carpool or use UBER/LYFT due to the limited availability of parking on campus. If the garage is full, you will be directed to another garage on campus.

**Large vehicles, such as lifted trucks, extended cab trucks, passenger vans, and motorcycles are not permitted to park in the garage. Please contact our office to make arrangements.**

Enter UTSA from IH-10 via UTSA Blvd:

1. Exit UTSA BLVD (exit number 557) off of IH-10. Westbound drivers turn left over bridge. Eastbound drivers turn right onto UTSA Blvd.
2. Continue on UTSA BLVD, the third stoplight will be Edward Ximenes Ave.
3. Turn right on Edward Ximenes Ave.
4. **If you are dropping off packages (Lime Line):** at the stop sign, go straight and around a slight right corner to the back of the H-E-B Student Union. Look for the UTSA Career Center tent to drop off your table material. They will direct you to the parking garage.
5. **If you are not dropping off packages (Pink Line):** Turn right at the stop sign before visitor booth.
6. Take a left after the last row of vehicles in the parking lot.
7. Please pull a ticket at the kiosk and proceed to park in the Ximenez Avenue Garage (XAG).

*Please see attached map for details.*

**PLEASE NOTE: THE UNIVERSITY CAREER CENTER IS UNABLE TO REVERSE PARKING TICKETS.**
Campus Map

💚 HEB Ballroom /Drop off  💜 Ximenez Avenue Garage

💙 Bauerle Garage (Alternative Parking)
Event Parking Instructions

1. Stop at the parking entrance and pull a parking ticket.

2. Bring the Parking ticket with you to the Employer Check-In.

3. Show a Career Center staff member the parking ticket and you will receive a Barcode Validation Card.

4. Keep both the parking ticket and the Barcode Validation Card. You will need both to exit the garage.

To Exit the Garage

1. Use the following instructions to use your Barcode Validation Card. Your card will cover the full amount of your parking for the event.

2. Insert the parking ticket at the kiosk when exiting the garage.

Barcode Validation Instructions

Note: Barcodes cannot be scanned at the garage gates.

PAY STATION INSTRUCTIONS

1. Before returning to your vehicle, visit a pay station in the garage.
2. Insert your ticket.
3. Scan your barcode. The scanner is located on the side of the pay station.
4. The preloaded barcode amount will deduct from your total.
5. Make payment for any remaining charges and follow the instructions on the machine.

UTSA Campus Services
EMPLOYER SERVICES

Post Job Vacancies

The UTSA University Career Center Handshake platform provides employers with an opportunity to post full-time, part-time and internship opportunities for students and alumni, free of charge. It enables you to manage postings online from the convenience of your office. To post positions on Handshake go to https://careercenter.utsa.edu/employers/jobinternships/ or contact Victoria Tesillo at (210) 458-4588 or Victoria.Tesillo@utsa.edu.

Table Recruiting

Spend time on campus promoting your job opportunities to students on their way to classes. The University Career Center will arrange for you to have a table in a high traffic area of the campus to ensure maximum visibility for your recruiting team. You may distribute your company job applications or collect resumes in addition to promoting your company or organization. For more information, contact Regina Gomez, Recruiting Manager, at 210-458-4593 or Regina.Gomez@utsa.edu.

Information Sessions

Do you want to develop interest in your company? Schedule an information session to present an overview of your company with PowerPoint, video, slides, etc. The University Career Center will assist with marketing your event to the student body and alumni. For more information, contact Regina Gomez, Recruiting Manager, at 210-458-4593 or Regina.Gomez@utsa.edu.