

Employers' Guide to the

Spring IT Career Fair

Tuesday, February 16th, 2010

11 a.m. to 3 p.m.

Employer Check-In opens at 9:30 a.m.

Alumni Hall, Indiana Memorial Union

Bloomington, IN

Sponsored by



**SCHOOL OF INFORMATICS
AND COMPUTING**

INDIANA UNIVERSITY

Bloomington

CAREER SERVICES

919 E. 10th Street

Bloomington, IN 47408

812-856-3841

www.informatics.indiana.edu

To be of greatest value, this handout should be given to those representing your organization at the IT Career Fair. It will also be helpful to those making the travel arrangements and coordinating the trip.

Recruiters with disabilities who need assistance, please call 812-856-3841

DETAILED IT CAREER FAIR SCHEDULE

9:30 a.m. - 11:00 a.m.: Employer set-up

11:00 a.m. - 3:00 p.m.: IT Career Fair Open to Students

11:30 a.m. - 1:00 p.m.: Employer Lunch

SHIPPING YOUR CAREER FAIR DISPLAY AND MATERIALS

Although most displays and company materials arrive with employer representatives, a few employers still choose to ship displays separately. If you plan to do this, please follow these shipping instructions exactly:

Shipping TO the Indiana Memorial Union:

DON'T SHIP TOO SOON!!!!

Shipments must arrive on exactly February 15th. Ship to:

IT Career Fair – 2/16/2010

Attention: Sarah Cady

INDIANA MEMORIAL UNION-Alumni Hall

907 E. 7th St.

Indiana University

Bloomington, IN 47405

NOTE:

If you're shipping more than one container; please indicate how many boxes are being shipped,

e.g.: 1 of 3, 2 of 3, 3 of 3.

Shipping FROM the Indiana Memorial Union

Participating employers must make end-of-day arrangements directly with shipping agents. The pick-up point is just inside the entrance to the Indiana Memorial Union's Alumni Hall. Your attending representatives are responsible for preparing your display for return shipment. In addition to packing up, this involves firmly affixing a completed shipping label to each of your containers and taking those containers to the pick-up location by the **3:30 p.m. pick-up deadline**. If you have not provided your representatives with completed shipping labels for the return shipment, be sure they have all the information necessary to complete the label to the agent's satisfaction. This includes your company account number with that shipper and the delivery address/phone.

NOTE: The School of Informatics and Computing and the Indiana Memorial Union do not assume responsibility for the shipment or post-event storage of employer displays or other materials.

CANCELLATION POLICY

In the event that the need arises to cancel your registration for our career fair, we require notice by voice or email at least one week prior to the date of the actual fair. Notification must be received via the registration telephone number 812-856-3841 or event registration email address; sgmcfall@indiana.edu. Cancellations received more than seven days in advance of the event will receive a full refund. Cancellations of less than one week will be charged the full registration cost of the career fair. All NO SHOW registrants will not be eligible for refunds.

WHERE TO STAY

To simplify your life, we suggest you stay at the Indiana Memorial Union (IMU) Hotel, (812)-855-2536. The IMU is the site of the Information Technologies Career Fair, and the free parking in the IMU parking lot for IMU hotel guests will eliminate that particular parking challenge. **BOOK IMU HOTEL ROOMS AS SOON AS POSSIBLE!**

(See page 4 for other area lodgings.)

TRAVELING TO BLOOMINGTON, INDIANA

Those making this trip by air will fly into the Indianapolis International Airport, rent a car, and drive to Bloomington. Allow at least an hour and a half for this drive. Another option is the Bloomington Shuttle Service, Inc. which provides round-the-clock transportation between Bloomington and the Indianapolis Airport at two hour intervals, seven days a week. Convenient Bloomington Shuttle pick-up/drop-off points include: the Indiana Memorial Union, the Hampton Inn, the Courtyard Marriott, and the Radisson. Call 812-332-6004 for more information about this service.

Directions for driving from Indianapolis International Airport to Bloomington, IN:

From the Indianapolis Airport follow I-70 East to I-465 South and take the Harding Street exit. After exiting I-456, turn right (south) onto Hwy 37 and travel 52 miles to Bloomington. Exit Hwy 37 at the College Avenue exit (See map). To reach the Indiana Memorial Union (IMU), site of the February 16th Information Technologies Career Fair, continue south on College Avenue. Turn left onto 7th St. and travel less than a mile to reach the IU traffic control booth in the middle of the street. The IMU hotel/parking lot entry is on the right, just before the traffic control booth.

Directions for driving in from Cincinnati & Louisville:

You'll be arriving from the east via Hwy. 46. Hwy 46 becomes 3rd Street. To reach the Indiana Memorial Union (IMU), continue on 3rd to Indiana Avenue. Turn right (north) onto Indiana and right again onto 7th St.

SETTING UP AND UNLOADING YOUR IT CAREER FAIR DISPLAY

The Indiana Memorial Union's Alumni Hall will be open to employers by 9:30 a.m. on the day of the event to allow you to start setting up your display. To unload your display at the Indiana Memorial Union entrance nearest Alumni Hall, proceed as follows: You will see a traffic control booth in the middle of 7th St. near the IMU Hotel/parking lot. To be directed to the appropriate entrance and allowed to proceed, tell the booth attendant that you are participating in an event in the IMU Alumni Hall and need to unload equipment at the main entrance on the south side of the IMU. Once on the south side of the IMU, temporarily park in front of the large entrance with steps leading up to it and a smaller canopied entrance on the left. Activate your car's hazard lights to indicate to the campus police that you are unloading and do not intend to remain in this no-parking area.

Student volunteers will be available to help you carry your materials to Alumni Hall. Go up the steps and into the lobby area. The entrance to Alumni Hall is on the left. Note: Displays and other materials that have been shipped ahead will be waiting at your assigned booth.

PARKING

Parking at the Indiana Memorial Union (IMU) when you are not a guest at the IMU Hotel:

If you stay at the IMU hotel, you will have free guest parking in the IMU parking lot. If you are staying elsewhere or if you arrive the morning of the event, proceed as follows: Immediately after unloading your display, drive back to the traffic control booth and park your car in the IMU parking lot directly south of that booth or the other IMU lot on the north side of 7th St. Ask an IT Career Fair staff member for an IMU parking lot discount coupon before leaving the event.

Alternate Parking for this event:

If both IMU parking lots are full (and they fill very quickly), we suggest that you park at the Poplars Garage behind the Poplars Research & Conference Center at the corner of 7th and Dunn St. Other possibilities are the Jordan Ave. Parking Garage east of the IMU, the Atwater Parking Garage south of the IMU, or the 11th and Fee Lane Garage east of the IMU behind the new Kelley School of Business addition.

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 to you for hosting on-campus interviews during the fall. Our staff will work with you to determine which option will serve your needs best.

Option 1

Next-Day Interviews

Wednesday, February 17th

8:00 a.m.-5:00 p.m.

Indiana Memorial Union, Alumni Hall

Option 2

On-Campus Interviews

February 18th-March 12th

School of Informatics and Computing Career Services Office

919 E. 10th Street

If you are interested in participating, please contact Staci McFall at sgmcfall@indiana.edu or 812-856-3841.

LODGING SUGGESTIONS

The hotel in the *Indiana Memorial Union, 812-855-2536 is on campus. Other often used hotels and B&B's follow.

Century Suites

300 State Road 446
812-336-7777

***Courtyard Marriott**

310 S. College Ave.
812-335-8000

Days Inn

200 Matlock Road
812-336-0905

Fairfield Inn by Marriott

120 Franklin Road
812-331-1122

Grant Street Inn (B&B)

310 N. Grant St.
12-334-2353

***Hampton Inn**

2100 N. Walnut
812-334-2100

Hilton Garden Inn

245 N. College Ave.
812-331-1335

Quality Inn

1100 W. Rappel Dr.
812-373-2222

Rodeway Inn

126 S. Franklin Road
812-332-9811

Scholars Inn (B&B)

801 N. College
812-332-1892

TownePlace Suites by Marriott

105 South Franklin Road
812-334-1234

*Bloomington Shuttle Service pick-up/drop-off 812-332-6004

SOME DINING SUGGESTIONS

Crazy Horse Food & Beverage Emporium

214 W. Kirkwood
336-8877

Sandwiches, salads, appetizers

Irish Lion Restaurant and Micro Brewery

1795 E. 10th
323-2112

Gourmet pizza, salads, soups, sandwiches and micro brewery

Little Zagreb

223 W. 6th St.
332-0694

Extra thick steaks, BBQ ribs "Yugoslavian foods," fresh lamb

Malibu Grill

106 N. Walnut
332-4334

Pizza, pasta, and steaks

Nick's English Hut

423 E. Kirkwood

332-4040

Steaks, pizza, seafood, stroms, hamburgers

Scholar's Inn Gourmet Café and Wine Bar

717 N. College

323-1531

Gourmet food, great atmosphere

Scotty's Brewhouse

302 N. Walnut

323-1531

Sandwiches, salads, appetizers

Siam House

430 E. 4th

331-5151

Authentic Thai cuisine

Snow Lion

11 S. Grant

336-0835

Tibetan and oriental cuisine- One of only a few Tibetan restaurants in the United States

Trojan Horse

100 E. Kirkwood

332-1101

Greek and American Food

Tudor Room

900 E. 7th

855-1620

In the Indiana Memorial Union- a great place to meet for lunch with IU Faculty and Staff

Luncheon buffet or table service

Upland Brewing Company

350 W. 11th

336-2337

Micro brewed beer with eclectic menu

Uptown Café

102 E. Kirkwood

339-0900

New American cuisine