

2012 SPRING CAREER EXPLORATION WEEK
Monday, January 23 – Friday, January 27

CAREER FEST ON THE PLAZA

- **Date:** Monday, January 23 & Tuesday, January 24, 2012 – Blackburn University Center (BUC)
 - **Resume Critiquing - Ground Floor Plaza (Limited to first 10 employers per day to submit a request)**
 - **Mock Interviews – BUC Room 142**
- Employers desirous of partnering with the CEDAR Center to conduct resume critiques and/or mock interviews are required to submit a request to the CEDAR Center via email at cedarrecruiting@howard.edu

CAREER EXPLORATION FAIR

- **Date:** Wednesday, January 25, 2012
- **Location:** BUC Ballroom & Hilltop Lobby.
- **Sign In & Booth Set Up:** 10:30 AM – 11:30 AM
- **Lunch:** 11:30 AM – 1:00 PM
- **Event Start Time:** 1:00 PM – 5:00 PM.
- **Afternoon Refreshments:** 3:30 PM – 3:45 PM
- **Breakdown:** 5:05 PM

ON-LINE REGISTRATION

- Register on-line at <https://howard-csm.symplicity.com/events/springCF2012>
- Registration deadline is Friday, January 13, 2012. Registration is on a first come, first serve basis.
- Once capacity for the event has been reached, a waiting list will be generated. In the event of cancellations of pre-registered patrons, spaces will be allocated to wait-listed patrons on the basis of registration date. **Please note that placement on the waiting list does not guarantee participation.**

BOOTH SET-UP

- **Time:** 10:30 AM to 11:30 AM – **Wednesday, January 25 Only** – Blackburn University Center Ballroom & Hilltop Lobby.

EMPLOYER FEES & BOOTH SPECIFICATIONS

| Company Type | Booth Rental (includes meals for 2 representatives) | Additional Booth | Additional Reps (After 1st two Reps) |
|---|--|-------------------------|--|
| <ul style="list-style-type: none"> • Corporate & Government Rates | \$750.00 (Before Dec. 31) \$900.00 (Jan. 1 – Jan. 25) | \$450.00 | \$25.00 per Rep |
| <ul style="list-style-type: none"> • Non-Profit Organizations (Special Interest &/or Community-based) & Educational Institutions <i>(institutions with email addresses ending in .org, .edu, or .k12)</i> | \$450.00 (Before Dec. 31) \$600.00 (Jan. 1 – Jan. 25) | \$450.00 | \$25.00 per Rep |

Thanks for your cooperation. We look forward to hosting you at Howard University!

- **Fees are to be paid by check, money order, or credit card.** *Credit card payments (VISA & Master Card Only) are managed directly through the NACELink Career Services Management System and not by the CEDAR Center. Credit Card information must be entered at the time of registration. Otherwise, payment will have to be made by check. Though card information is required at registration, the charges will not be processed until your registration request has been approved. If you must pay by American Express you may download the Credit Card Authorization form for the CEDAR website at: <http://www.howard.edu/careerservices>.*
- **Booth specifications:** 8' wide x 6' deep; one 6' x 2' table; two chairs; one wastebasket; one booth sign. ***If your display exceeds these specifications you will need to purchase an additional booth space. Relocations on the day of the event due to display size will not be possible.*** Limited electrical outlets are available. **Please indicate on your registration form your need for access to electrical outlets.**
- Employers may reserve a maximum of three booths. Requests for multiple booths must be made at the time of registration. Booth numbers are assigned upon registration approval.
- Dismantling of displays may begin at 5:05 PM on WEDNESDAY, JANUARY 25, 2012.
- Fees will include lunch and afternoon snacks for a maximum of two (2) recruiters per booth purchase. Additional meals may be purchased at \$25.00 per recruiter at the time of registration on-line.
- Booth assignment is based on registration date.
- **Payment deadline is January 13, 2012.**
- Full refunds will be given for written cancellations before January 13. ***NO REFUNDS WILL BE GIVEN AFTER THIS DATE.*** Funds will be credited toward participation in the fall 2012 or spring 2013 event.

CANCELLATION & NO-SHOW POLICIES

- **Cancellation** must be submitted in writing to Dr. Joan M. Browne at jmbrowne@howard.edu and copied to cedarrecruiting@howard.edu. Cancellations left via voice mail will not be acknowledged. ***Paid registrants who cancel after January 13 will NOT receive a refund. Fees will be credited to the 2012/2013 event of your choice (fall or spring).***
- **No-Shows** on the day of the event will be considered an inappropriate cancellation. These employers or academic institutions will be invoiced and held accountable for honoring payment for the spaces reserved.

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