

# SPRING <<<<<<

# CAREER FAIRS

**STEM Career Fair - February 14, 2024**

**All Majors Career Fair - February 15, 2024**

Stillwater, OK - Gallagher-Iba Arena

## WELCOME

Thank you for registering! We are so excited to welcome you back to campus this Spring. If you have any questions regarding either the STEM Career Fair or the All Majors Career Fair, please contact Alicia Low at 405-744- 9644 or [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu). On the days of the events, all phone calls will be forwarded to a cell phone at the event, so please do not hesitate to call if you need anything last minute.

## AGENDA

The schedule for both events is as follows:

- 9:00am - 12:30pm: Check-In at Gallagher-Iba Arena (South East Lobby)
- 11:00am - 12:30pm: Lunch in O-Club Room at Gallagher-Iba Arena
- 12:30pm - 4:00pm: Career Fair at Gallagher-Iba Arena

## PARKING

Parking instructions are located on page 3.

## SHIPPING

- Packages and displays should be shipped to arrive between **Monday, Jan. 8th and Friday, Jan. 26th.**
- All shipping will be brought to the event and will be waiting at your assigned table.
- Last minute shipping may cause delays in recruiters receiving their packages for the fair.
- It is very important that you indicate which career fair the materials/displays are for.
- All packages for the career fair should be shipped to:

OSU Career Services  
**ATTN: STEM Career Fair**  
360 Student Union  
Stillwater, OK 74078

OR

OSU Career Services  
**ATTN: All Majors Career Fair**  
360 Student Union  
Stillwater, OK 74078

If you are attending both days, you may leave your displays set up overnight.

## RETURN SHIPPING

- OSU Career Services will schedule a FedEx, UPS and USPS pickup for the end of the fair.
- You should have all materials boxed up with labels properly completed (including company account number) and attach to all materials being mailed.
- OSU Career Services is not responsible for unlabeled or improperly labeled packages as well as lost packages.

## WI-FI INFORMATION

- Wi-Fi information will be given to attendees at the event.
- Wireless internet in Gallagher-Iba Arena can be unreliable. If your company's recruiting strategy relies heavily on Wi-Fi access, please be prepared to bring your own Wi-Fi hotspot.

## INCLEMENT WEATHER

- Should inclement weather prevent the fair from occurring on the scheduled date, OSU Career Services will reschedule the date and all fees as well as cancellation policies will apply.
- Should inclement weather occur and the career fair continues as planned, all fees and no show policies will apply.
- All inclement weather communications will come from [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu), please contact if you have questions.

## CANCELLATION POLICIES

Cancellations will be accepted provided that notification is given in writing to OSU Career Services. Cancellations must be sent via e-mail to [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu) and must be received by the stated cancellation deadlines listed below. Career Services reserves the right to uphold these cancellation policies regardless of an organization's unique situation, including but not limited to travel restrictions, personal illness, staffing changes or shortages, and situations of force majeure.

- Cancellations received by 5:00pm, Friday, January 5, 2024, will receive a 100% refund.
- Cancellations received by 5:00pm, Friday, January 26, 2024, will receive a 50% refund.
- Cancellations received after 5:00pm, Friday, January 26, 2024, will be charged in full.

- No-show, no cancellation will incur a 100% registration fee charge.
- Pre-payment by purchase order will still incur these cancellation fees.
- Registration fee based on the total of the original registration request.
- Registration fees cannot be transferred to another, upcoming event.

For additional policy information, please email [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu) to request policy document.

## FEE SCHEDULE

<b>Career Fair</b>	<b>Day, Date</b>
<b>Location</b>	Gallagher-Iba Arena
<b>Registration Opens</b>	Wednesday, October 19, 2023
<b>Early Bird Discount Deadline</b>	Friday, December 15, 2023 at 5:00pm
<b>Payment Due Date</b>	Tuesday, February 13, 2024
<b>Deadline for 100% Cancellation Refund</b>	Friday, January 5, 2024 at 5:00pm
<b>Deadline for 50% Cancellation Refund</b>	Friday, January 26, 2024 at 5:00pm

# PARKING

Below you'll find our updated parking procedures. Based on employer feedback, we've decided to separate our parking efforts. For those that do not need to drop off display items, we hope the new "park only" option expedites processes and creates a simpler morning for you.

## Drop Off Items and Park

- To unload displays and other supplies before parking, make your way to the south side of Gallagher-Iba Arena. Enter Matthews Street from Duck Street.
- Volunteers will be present to help you unload your items, we will then bring your items to your table as you proceed to park.
- Once unloading is complete, further parking instructions will be given.

## Park Only

- If you do not need to unload displays, please make your way to O'Brate Stadium, the OSU baseball complex on the Northeast corner of McElroy Road and Washington Street.
- Staff will be stationed at each entrance to give you a parking pass and provide further direction.
- Park and locate the tailgate tent on the east side of the lot to board the shuttle.
- Multiple shuttles will be running to and from O'Brate Stadium and Gallagher Iba Arena.

All shuttles will run from 9am - 1pm and 3pm - 5pm. Shuttles will not run from 1pm - 3pm to allow our staff a lunch break, and to help out in other areas.

