

UND CAREER EXPO

INFORMATION PACKET

EVENT LOCATION

UND Memorial Union
2901 University Ave
Grand Forks, ND 58202



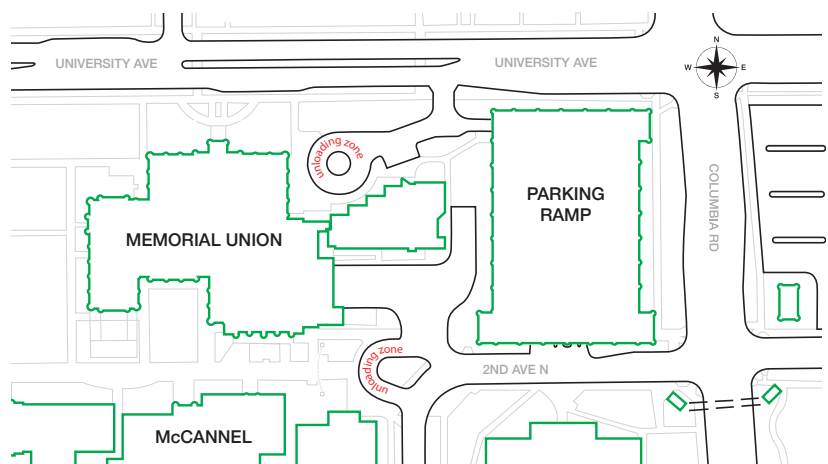
UNLOADING

Prior to parking in the ramp, deliver your materials to one of the marked unloading zones, located to the northeast and southeast of the Memorial Union.

For your convenience, we will have staff available to transport your materials to your assigned booth. Do not park in the unloading zone; you will be ticketed.

PARKING

Free parking will be available to you on levels 4 & 5 in the parking ramp, located east of the Memorial Union. Once parked, use the west stairwell or elevator to access the ground floor. Proceed to the Memorial Union for Employer Check-In.



GENERAL INFORMATION

Check-In

Employer check-in runs from 9 - 11 a.m. The check-in table is located on the 1st floor of the Memorial Union. We suggest you arrive early to allow time to unload, park, and set up prior to the Expo beginning.

Recruiters, please be mindful that students that wish to attend the Expo have varying class schedules and may not be able to attend until later in the day. We ask that you please remain at your booth for the duration of the event.

Career Expo Booth

Each company will be given a 6 foot table and 2 chairs. A limited number of tables with access to electricity were available on the event registration form in Handshake, for an added cost of \$25. We are unable to accommodate requests for electricity on the day-of the event.

Lunch & Refreshments

Coffee, soda, and water will be provided throughout the day. There will be two lunch options available: a hot buffet meal or a cold grab-and-go boxed meal. Lunch will be available between 10:30 a.m. and 3 p.m. The menu will contain vegetarian options; however, if you have additional dietary preferences, please notify our Event Coordinator, Jen Proulx jennifer.proulx@UND.edu.

OPT/CPT PRESENTATION

Hiring International Student Talent: What Employers Should Know

9 - 10 a.m. both days

Memorial Union Room 340

Join Manuela Gabriel, Director of the UND International Center; Chris Nelson, Dean for the UND Graduate School; and UND's Immigration Attorney for a presentation before the Career Expo! This session will cover the hiring of international talent from the CPT internship to the full-time OPT and the different visa sponsorship processes. Free breakfast will be provided.



LODGING

Lodging options can be found at [Greater Grand Forks Convention & Visitors Bureau](http://GreaterGrandForksConvention.com).
visitgrandforks.com/where-to-stay

LOCAL RESTAURANTS

The following local restaurants are popular with recruiters:

Blue Moose Bar & Grill	Sakura Japanese Steakhouse
Ely's Ivy	Skies 322
Helix Wine & Bites	Speedway 805 Bar & Grill
House of Punjab	Steers Restaurant
JL Beers	The Red Pepper
Little Bangkok	The Toasted Frog
Rhombus Guys Pizza	Up North Pizza

CANCELLATIONS

Notification is appreciated as soon as possible so we may inform students. Registration fee is **non-refundable** and **non-transferable** per our cancellation policy. In the event that the Expo is canceled due to weather-related conditions (and the City of Grand Forks is shut down) companies will receive a refund of their fees, less a \$50 administrative fee.

We promote our Career Expos to the best of our ability, utilizing social media, print media, emails, text messages, information sessions, and more. We do not guarantee any level of student attendance and participation, and we do not issue refunds based on student attendance or lack thereof.

Please contact our event coordinator:

Jennifer Proulx

jennifer.proulx@UND.edu

701.777.2117



SHIPPING INFORMATION

Before the Event:

Please be sure to CLEARLY label the name of your company on your shipping materials so that we can easily deliver your package(s) to your booth prior to the start of the Career Expo.

Send displays to:

Attn: Jen Proulx c/o Campus Postal Services
UND Career Expo Materials for (your company name here)
2891 2nd Ave N Stop 9014
Grand Forks, ND 58202-9014

After the Event:

We will pre-arrange a 3:30 p.m. pick-up by FedEx and UPS. A special area will be designated for dropping off your packages at the end of the Expo. Please remember to bring return shipping supplies and labels.

INTERVIEWING

We will have interview space available during the Career Expo events as well as the following day. Everything will be easily accessible for you!

We highly suggest looking at interviewing on the following days to ensure room availability:

- Monday, February 5, 2024 - before, during, or after the Career Expo
- Tuesday, February 6, 2024 - before, during, or after the Career Expo
- Wednesday, February 7, 2024 - all day

Questions? Call 701.777.4103 before making your interview day requests in Handshake. If you need additional information or have a special request, please contact Nancy Nelson, Employer Relations/System Coordinator nancy.nelson@UND.edu.

