Engineering Career Services

Engineering Career Services is pleased to facilitate your career fair visit at the University of Wisconsin-Madison.

You can confirm your reservation and print an invoice in your myECS account under the “visits” section. Separate confirmations and invoices are NOT sent. Table location is randomly assigned the day prior.

Following are important details for your campus visit. Please review carefully and then contact ECS (608.262.3471) with any questions regarding your visit.

NEW FALL LOCATION – Gordon Dining & Event Center

Find Gordon Dining and Events on the campus map - [http://map.wisc.edu](http://map.wisc.edu) - search Gordon

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1. LODGING INFORMATION

On 9/19 and 9/21 Madison hotels are very, very limited due to a large event in Madison. Consider surrounding communities – even Milwaukee’s west suburbs.

There are several hotels convenient to the engineering campus, many will be already booked:
- Fluno Center, 608.441.7220, 601 University Ave. (walk/taxi)
- Union South Hotel, 608.263.2600 (on campus)
- Lowell Center - [http://conferencing.uwex.edu/lodging_guestrooms.cfm](http://conferencing.uwex.edu/lodging_guestrooms.cfm)
- Hampton Inn & Suites – Downtown 608.255.0360 - (New 2014)
- Bestwestern Inntowner – 2424 University Ave, 608.233.8778, (Renovated ‘14) (shuttle)
- Double Tree, 608.251.5511, 525 W. Johnson St. (shuttle)

You may need to look at area communities like Sun Prairie, DeForest, Cottage Grove and Stoughton.

2. CAMPUS PARKING (take a hotel shuttle/taxi or walk if possible)

On-campus parking is $12.00 per day. Advance permits are highly recommended. Day of, visitors should go to the UW Transportation Drive-thru at 21 N Park St to purchase a permit.

To obtain advance permits, please fill out this form from Transportation Services – Special Events: [http://transportation.wisc.edu/forms/visitoradvance2.aspx](http://transportation.wisc.edu/forms/visitoradvance2.aspx) Select lot 46 – Lake & Johnson Ramp.

Parking and campus navigation will be EXTREMELY limited. You are STRONGLY encouraged to take a taxi/shuttle or walk if you have a local hotel. We are an urban campus with limited parking.

You are invited to unload displays at Gordon Dining and Event Center and then park your vehicle. Pull in to the “Drop-Off Zone ” southwest corner of the building to unload. Look for signage.

_A free metro shuttle – Route 80 – is available and circulates campus._

[http://transportation.wisc.edu/transportation/bus_routes.aspx](http://transportation.wisc.edu/transportation/bus_routes.aspx)
3. INTERVIEWS DURING CAREER FAIR WEEK
Interviews may not be conducted on the day of your participation in the career fair. Interviews may be held the day after. Space is limited. To schedule an interview space, email John Archambault at john.archambault@wisc.edu with your request. Interviews will be expo style tables at Gordon Dining and Event Center in the same ballrooms as the career fair the day prior. We no longer have an interview suite, so it is unlikely to have a private room. Interviews are “table only” which means no advance scheduling. You will build your schedule based on interaction with students/alums at the fair. No electronic sign up.

4. DRESS CODE
Business casual is appropriate. Students will be visiting the fair between classes, so they will be dressed casually. Many representatives wear polo shirts with employer logos.

5. INDIVIDUAL BUSINESS CARDS REQUIRED FOR CHECK-IN
Each recruiter attending will be required to supply a business card at check-in. Please bring one for our attendance records. We will have blank forms for those who forget cards. Reps attending for part of the day count as attendees, no substitutions permitted with out the appropriate rep fee. WI State meal per diem rules prevent us from giving “extra” meal vouchers for non-attending representatives.

6. SHIPPING TO GORDON DINING & EVENT CENTER
Material should arrive no more than 2 business days in advance of participation date. Items shipped in advance will be placed at your table by 9:30 on the day of the fair by student volunteers.
Ship to:
ATTN: Frank Hoppe
HOLD FOR *YOUR DATE/Employer Name*
Gordon Dining & Event Center
UW-Madison
770 W Dayton
Madison, WI 53715

Be sure to send tracking numbers with your representatives in case items need to be tracked.
Be sure your boxes and displays clearly identify your organization name. NO PALLETs accepted.
Include return shipping labels for your representatives to return displays.

7. SCHEDULE FOR THE DAY
Career Connection is on the 2nd floor at Gordon Dining & Event Center – 770 W Dayton St.

Set-up 9:30 a.m. – 11:00 a.m.
Lunch At your convenience using a food card
Career Fair 11:00 a.m. – 5:00 p.m.
Tear-down 5:00 p.m.

8. RETURN SHIPPING OF DISPLAYS
FedEx and UPS are scheduled to pick up displays daily at Gordon the day after the career fair. Please send return labels COMPLETED with ACCOUNT numbers with your recruiters or displays. All other vendors will need to be contacted directly by your representatives about picking up displays. For GROUND items, you will need to schedule pick-up directly with the vendor.

9. REGISTRATION FEE
Registration fees are due by participation date or a $100.00 late payment fee results.

10. EXTRA REPRESENTATIVE FEE
If additional representatives beyond the number scheduled participate, a revised invoice will be available on-line after the event. Any attendee of your organization present must be registered and fee paid. No part-time, pro-rated attendance fees. No shift coverage. If a “coordinator” attends to manage the booth, it is an additional representative fee. There is no additional fee if you have a current, enrolled UW-Madison student who was a former co-op/intern with your organization assist at your booth. Please be sure to let us know if you have our students at your booth.