### Auburn University | Spring 2016
### EDUCATION INTERVIEW DAY

AUBURN UNIVERSITY CAREER CENTER  
303 Martin Hall | Auburn, AL 36849-5139  
334.844.4744 | F: 334.844.3878 | auburn.edu/career | hire.auburn.edu

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**EMPLOYER EVENT GUIDE**

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### 1. CANCELLATION POLICY

There are **no refunds for cancellations after Friday, February 19, 2016**! One half of the registration fee ($100.00 for Early Bird Registration®) is charged for all cancellations prior to the deadline date whether the registration fee is paid in advance or not. We would like for all participants in our programs (events) to pay the total registration fee in full by the deadline date to keep your reservation. We understand that some might not be able to do this, so we are flexible in working with you. Let us know in advance and we will be happy to accommodate you. If your organization is registered for the event and no one shows up, your organization is expected to pay the balance due. Failure to pay event fees will cause us to block your organization from utilizing any services available through our office until the matter is cleared. **Registration fees cannot be applied to future events.**

Should you have to cancel, please call the Auburn University Career Center as soon as possible at 334.844.3862 and ask to speak with Diane Thorne, Special Events Registration Manager. An e-mail must be sent to Diane Thorne at thorne@auburn.edu explaining that you are officially canceling your organization’s participation in the event. Diane will send you an e-mail confirming your cancellation. It is important to keep a copy of this communication as documentation for future reference.

Please understand that once you have registered and received a confirmation, you must abide by the CANCELLATION POLICY. **There are no exceptions!!** Any questions or concerns should be directed to Melvin K. Smith, Special Events Coordinator, 334.844.4744 or mks@auburn.edu

We appreciate your cooperation and support in our programs!

### 2. EVENT INFORMATION AND LOCATION

**Education Interview Day**  
Wednesday, March 2, 2016  
8:00 am - 3:00 pm

**Auburn University**  
Auburn University Student Center – 3rd Floor Ballroom  
255 Heisman Drive  
Auburn, AL 36849-5129  
www.auburn.edu/studentcenter

**Student Center Contact Information**  
AU Student Center Operations Office: (TEL) 334.844.1300; (FAX) 334.844.2354

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Updated: December 8, 2015

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Auburn University  |  Spring 2016
EDUCATION INTERVIEW DAY

3. REGISTRATION INFORMATION

*Early Bird Registration Fee:*
$200 | by Friday, February 19

Early Bird Extra Table Fee: $200 per table

**Regular Registration Fee:***
$300 | after Friday, February 19

Regular Extra Table Fee: $300 per table

A two-hundred dollar ($200.00) Early Bird Registration (registration by Friday, February 19, 2016) fee will include one 3 x 6 foot table and up to 2 representatives may attend. If the number exceeds two (2), you are encouraged to reserve an additional table for two-hundred dollars ($200.00).

A three-hundred dollar ($300.00) Regular Registration fee (after Friday, February 19, 2016) will include one 3 x 6 foot table and up to two (2) representatives may attend. If the number exceeds two (2), you are encouraged to reserve an additional table for three-hundred dollars ($300.00).

To be included in publicity, register by Friday, February 19 2016.

Registration Changes

Contact Diane Thorne, Special Events Registration Manager for any changes related to the registration. She can be reached at thornde@auburn.edu or 334.844.3862.

4. PAYMENT INFORMATION

Payment Options: Payment is accepted by credit card or by check. If paying by credit card, you will be prompted to do so following the online registration.

W-9 Form: If you need a completed and signed W-9 form before paying event fees, please contact Susan Salheiser at the contact information below. You may provide her with your organization’s form or she can send you one from Auburn University.

Susan Salheiser
Assistant II-Financial
Central Procurement & Payment Services
311 Ingram Hall
Auburn, AL 36849-5101
(TEL) 334.844.3567; (FAX) 334.844.4306
E-mail: salhesu@auburn.edu

Checks:
Make check payable to:
Auburn University Career Center

Mail payment to:
Melvin K. Smith
Special Events Coordinator
Auburn University Career Center
303 Martin Hall
Auburn, AL 36849-5139
5. SCHEDULE

Please arrive on time and be ready to see students at the start of the event (9:00 am). If not present by 9:30 am, you will be considered a “NO SHOW”. Your space can be assigned to another organization.

7:30 am - 9:00 am  Representative Breakfast, Check-In, and Space Setup (Be prepared to eat at your table.)
8:00 am - 9:00 am  Student Registration
9:00 am - 10:00 am Students Browse and Schedule Interviews
9:00 am - 3:00 pm  Representative Beverages
10:00 am - 3:00 pm  Student Interviews
11:30 am - 1:00 pm  Representative Lunch (Be prepared to eat at your table.)
3:00 pm  Interviews End

Please plan to stay until 3:00 pm. The time has been publicized and students expect organization representatives to be available up until this time.

6. SPACE AND EQUIPMENT

One 3x6 foot table and one chair will be provided per organization. Ceiling height capacity is 10 feet. Your display needs to fit within the space provided!

*Electricity will not be available.

7. DISPLAY GUIDELINES

• Space is limited. No Additional Space Can Be Provided.
• Do not bring huge displays, furniture, or equipment.
• Do not rearrange your table, occupy an adjacent vacant table or move to another location without approval from Melvin K. Smith, Special Events Coordinator. Staff will be available to help you relocate and move your materials, if needed.

8. SHIPPING INFORMATION

SHIPPING TO THE STUDENT CENTER:

• Shipments of exhibit displays, materials or anything pertaining to the exhibit may be shipped no sooner than (Thurs., Feb. 25) three (3) days prior to function date. Accommodations for packages needing to arrive earlier must contact Melvin K. Smith, Special Events Coordinator, 334.844.4744 or mks@auburn.edu for approval! Storage space is very limited. We will do our very best to work with you!
8. SHIPPING INFORMATION (continued)

- Please use our Preferred Carriers (Fedex and UPS) to ship materials! See the example of how each box or display should be addressed for shipping to the Auburn University Student Center (AUSC). Your organization's name is REQUIRED on the outside of all materials. Print off multiple pre-made labels) for your convenience (one (1) per box or container to be shipped).

- Make sure the representative(s) attending the event have ALL tracking numbers of packages that have been shipped to AUSC prior to arriving at the event. We highly recommend you insure ALL of your materials shipped!

- Prior to the start of the event, shipped materials will be delivered to your organization's table which was assigned by the Career Center for this event. If you are expecting to receive some materials and they are not waiting at your table, go by the Representative Check-In for assistance. Make sure you have checked with your organization to confirm items were shipped and you have the right tracking numbers and who signed for them.

**SHIPPING LABEL EXAMPLE:**

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------------------------------------------- Cut on dotted line for use with shipping -------------------------------------------

Auburn University Student Center
ATTN: Education Interview Day Spring ’16
Andrea Conti-Elkins
Student Center Reservations
Suite 2301A
255 Heisman Drive
Auburn, AL 36849-5129

HOLD FOR: _________________________              _________________________
Organization’s Name        Representative’s Name

------------------------------------------- Cut on dotted line for use with shipping -------------------------------------------
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**SHIPPING FROM THE STUDENT CENTER:**

- Patrons must make their own shipping arrangements, to include billing arrangements with the Preferred Carriers (Fedex and UPS). AUSC cannot provide billing arrangements, proper packing and labeling. The form must be filled out completely with the organization’s account number!

- After the Internship and Part Time Job Fair: ALL boxes must be appropriately labeled and taped! Please take packages to the Representative Check-In Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC where a member of the Auburn University Career Center will be available to check-in your materials for shipping out. AUSC will make one call to each preferred carrier for pick-up!
The Auburn University Career Center requests your full cooperation in observing these guidelines. Anything not included in the rules and regulations will be subject to the discretion of Auburn University management.

8. SHIPPING INFORMATION (continued)

- Carriers used other than the Preferred Carriers (FedEx and UPS) should arrive by 1:00 pm no later than 2:00 pm to pick-up materials at the Representative Check-In Table in the Lobby outside of the 3rd Floor Ballroom of the AUSC the day of the event. The representative(s) attending the event for the organization are responsible for making sure the connection is made.

- Auburn University will not hold packages awaiting pick-up. If the organization’s representative(s) do not attend the event, the organization is responsible for making arrangements to get their packages.

9. EXHIBITOR GUIDELINES

- Decorations, signs, and posters must be coordinated with AUSC staff prior to displaying in the Student Center. No tacks, nails, staples, tape or other fasteners are allowed. Exhibitors are liable for any defacement of the facility as a result of their display!

- The exhibitor is entirely responsible for the space leased by him/her and is responsible for keeping space free from any conditions which would be dangerous to persons coming upon the premises.

- The management of the AUSC reserves the right to restrict the operation of any exhibit, which in its opinion detracts from the general character of the facility. This includes, but is not limited to, exhibits, which because of noise, flashing light, methods of operation or display of unsuitable material are determined by management as objectionable.

- The Auburn University Career Center and Student Center will not be responsible for any injury that may arise to exhibitors or their employees or for loss of or any damage to any good from any course whatsoever while in transit to or from or while in the AUSC.

The Auburn University Career Center requests your full cooperation in observing these guidelines. Anything not included in the rules and regulations will be subject to the discretion of Auburn University management.

10. ACCOMMODATIONS & TRANSPORTATION

Accommodations

The Hotel at AU & Dixon Conference Center* 334.821.8200 | 800.228.2876 | www.auhcc.com

*We highly recommend that you stay at The Hotel at Auburn University and Dixon Conference Center and make your reservations as soon as possible!

Please inform them that you will be attending the Education Interview Day sponsored by the Auburn University Career Center when making reservations to get the $129.00 rate.

Government Rate: The Hotel at AU & Dixon Conference Center is pleased to offer a reduced rate for Federal Government employees and members of the military. Please call 334.821.8200 to make your reservation and request the per diem government rate of $83.00 with the Education Interview Day and be prepared to present a valid Federal or Military ID at check in.
10. ACCOMMODATIONS & TRANSPORTATION (continued)

Other Hotels Located Close to Campus

Clarion Inn & Suites University Center
1577 S. College St., Auburn, AL, 36832 - 334.821.7001

Courtyard Auburn
2420 West Pace Boulevard, Auburn, AL, 36830 - 334.502.0111

ECONO LODGE
2145 South College St., Auburn, AL, 36830 - 334.826.8900

Hampton Inn Auburn
2430 S. College St., Auburn, AL, 36832 - 334.821.4111

Holiday Inn Express & Suites Auburn
2013 South College Street Auburn, AL, 36832 - 334.502.1090

Microtel Inn & Suites by Wyndham Auburn
2174 South College Street, Auburn, AL, 36832 - 334.826.1444

Quality Inn
2283 South College Street, Auburn, AL, 36832 - 334.821.6699

SLEEP INN & SUITES
135 Spirit Drive, Auburn, AL, 36832 - 334.501.7171

Transportation

Car Rental
Enterprise Rent-A-Car 334.826.0227

11. DIRECTIONS

From US Highway 280:
Traveling from Birmingham: travel east on US Highway 280. Turn right on Alabama Highway 147 South. This road will take you into Auburn and becomes US Highway 29 South.

Auburn City Directions from Highway 280 (follow these directions after following the above directions):

*Directions from 147 South (29) (College Street):* turn West (right) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

**If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.
11. DIRECTIONS (continued)

From Interstate 65 or Interstate 85:

**Traveling from Atlanta**: travel south toward Montgomery on I-85 to exit # 51. Turn right on to US Highway 29* north.

**Traveling from Birmingham**: travel south on I-65 to Montgomery. Take the I-85 north/Atlanta exit and continue north to exit #51. Turn left on to US Highway 29* north; **OR** travel east on US Highway 280. Turn right on Alabama Highway 147* south. This road will take you into Auburn and becomes US Highway 29* south.

**Traveling from Columbus**: travel north on I-185. Take US Highway 80/Phenix City exit to US Highway 280. Turn right (west) on Highway 280 and proceed to I-85, at Opelika. Travel south on I-85, 10 miles to exit #51. Turn right on to US Highway 29* north.

**Traveling from Mobile**: travel north on I-65 to Montgomery. Take the I-85 north/Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29* north.

**Traveling from Montgomery**: take the I-85 north/Atlanta exit. Travel north on I-85 to exit # 51. Turn left on to US Highway 29* north.

*US Highway 29 from I-85 becomes South College Street and Alabama 147 from US Highway 280 becomes North College Street.*

**NOTE**: When making travel arrangements through Atlanta or Columbus, GA, please remember that **Auburn University is on Central Time** and Georgia is on Eastern Time.

Auburn City Directions from Interstate 85 (follow these directions after following the above directions):

**Directions from 29 North (147) (College Street)**: turn West (left) on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left.

**If you happen to miss the right turn at Duncan Drive, continue down to Donahue Drive, which is at the next light. Take a right at the light (Donahue and Samford intersection), followed by a right at the next light (Heisman Drive and Donahue Drive intersection) on to Heisman Drive. Once on Heisman Drive, the Stadium Parking Deck will be approximately 150 yards up the small hill, on the right.**
12. PARKING

Please park in the Stadium Parking Deck located at the end of Duncan Drive. The Fourth (4th) level is designated Visitor Parking. Make sure you park between two (2) white lines! Arrive EARLY because parking spaces fill quickly!

Attached is a temporary parking permit to be printed and displayed visibly on the dashboard of your car on the driver’s side FOR THE DAY OF THE EVENT ONLY! After you have parked, you may walk to the Student Center out of the northeast corner of the Stadium Deck.

The Parking Department is open 7:15 am until 4:15 pm, Monday through Friday, and can be contacted at 334.844.4143 with questions. Their office is in the South Quad Parking Deck on the corner of Duncan and Lem Morrison Drive.

Our best recommendation is to take advantage of the parking we have available in the Stadium Parking Deck!

You must follow all parking rules and regulations set forth by the AU Parking Service. The Auburn University Career Center cannot be responsible for tickets that are received while parked on campus, nor wheel-locks and towing fees as a result of parking in a private lot. You must park in a parking space (between two white lines).

13. WIRELESS INTERNET

For your convenience, unrestricted wireless internet is available under the network name “AU_GUEST.” No user ID or password is required. Please use this network when attempting to connect to the internet. If you experience any problems, please go to the Representative Check-In Table for assistance.

14. SITE MAP

The Auburn University Interactive Campus Map includes the Student Center. Below is the link to a website with the interactive map as well as a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

Go to the following URL: https://oitapps.auburn.edu/campusmap/

15. EVENT CONTACT INFORMATION

Melvin K. Smith | Special Events Coordinator
Auburn University Career Center | 303 Martin Hall | Auburn, AL 36849-5139
(TEL) 334.844.4744 | (FAX) 334.844.3878 | (E-mail) mks@auburn.edu

In case of an emergency or if assistance is needed on the day of the event, please call the Auburn University Career Center at 334.844.4744 and/or the Auburn University Student Center at 334.844.1300. You can also reach Melvin K. Smith directly during the event at 334.742.6769

The Auburn University Career Center looks forward to hosting you at the Education Interview Day!
Stadium Parking Deck
Valid for the 4th level only

Education Interview Day

PARKING PERMIT

Melvin K. Smith
Special Events Coordinator
334.742.6769

Education Interview Day
Student Center
Wed., March 2, 2016

AU Parking Services
334.844.4143

Auburn University Career Center
YOUR CAREER. OUR MISSION.
303 Martin Hall | 334.844.4744 | auburn.edu/career