

FALL 2019 CAREER DAY
TUESDAY, SEPTEMBER 10, 2019
9:00 AM – 3:00 PM

FREQUENTLY ASKED QUESTIONS

I. WHY SHOULD AN ORGANIZATION CONSIDER ATTENDING MINES CAREER DAY?

If your organization is looking for great engineering, technical, applied science, and/or economics and business talent then this is the place to come! The Career Day event is filled with students, new grads, and alumni. More than 2,000 Mines students attend these events.

II. WHERE IS THE FALL CAREER DAY HELD?

The Career Day event will be held at the Colorado School of Mines Student Recreation Center (SRC) and Steinhauer Field House. Addresses below:

Rec Center: 1651 Elm St., Golden CO 80401. Steinhauer Field House: 1300 Illinois Street, Golden CO 80401.

Booth locations will be assigned two weeks prior to the event. Booth location will be determined by industry type.

III. WHAT IS THE SCHEDULE FOR THE FALL CAREER DAY?

7:15 am – 9:00 am	Check-in and booth set-up. Career Day booths need to be set up during this time period.
7:30 am – 11:00 am	Continental breakfast will be available in the upstairs and downstairs Employer Business/Refreshment Centers. Networking with Faculty.
9:00 am – 10:00 am	Recruiting / Networking Event open for early access to all graduating Seniors, MS, and PhD Students. Light breakfast will be available at this time.
10:00 am – 3:00 pm	Recruiting Fair for full-time, part-time, summer internship, and co-op positions. Networking with Faculty.
11:00 am – 1:30 pm	Buffet lunch provided in the Student Center Grand Ballroom (second floor of the Ben Parker Student Center). We will not be closing for lunch. Please let staff know if you need assistance with booth coverage.
11:00 pm - 3:00 pm	Massage Therapists for the Recruiters (complimentary) are located in the Student Recreation Center upper level Employer Business Center (McNeil Room).
1:00 pm – 3:00 pm	Light refreshments will be available in the upstairs and downstairs Business/Refreshment Centers. Networking with Faculty.
3:00 pm	Exhibits close and exhibitors pack up materials. If shipping packages out, bring to event shipping tables. Student expect to have access to employers until 3:00. PLEASE DO NOT LEAVE EARLY.
4:30 pm	Buses – last buses leave to parking lots

IV. CAN I REGISTER ON-LINE?

- Fall 2019 Career Day registration opens May 22, 2019 at <https://mines-csm.symplicity.com/> Registration is through your DiggerNet profile.
- Once you have logged into your DiggerNet profile please select **Career Fair/Info Sessions** and then **Career Fair & Special events** for the Fall 2019 Career Day.
- If you don't have a DiggerNet profile, or access, please contact Jim Saulsbury at jsaulsbury@mines.edu (303) 273-3205; or Debbie Behnfield at dbehnfie@mines.edu (303) 273-3253; or Jane Cain lcain@mines.edu (303) 273-3233.

V. WHAT ARE THE FEES? WHAT DO THEY INCLUDE?

Basic Career Day package includes:

- Booth – 10' x 8' – entire area carpeted
- Table – 6' draped and 3 folding chairs
- Sign – 7" x 44" company name sign
- Lunch for up to 3 attendees, continental breakfast and afternoon refreshments
- Company description and logo published in the Career Day Event Guide
- Company name included on "Who Wants My Major" sections throughout the guide
- Company listing on the Career Center website and in DiggerNet
- One free interview space per booth (table or room...dependent upon availability the day after Career Fair, with options for additional spaces (see Section VII)

Featured Career Day sponsor package includes *(limited number available)*:

- **Basic Career Day package plus the following:**
- Preferred corner or front high visibility booth location
- Electricity included
- Company logo on Featured Sponsor signage at event
- Company logo as one of the Featured Sponsors in the Career Day Event Guide
- Company logo as one of the Featured Sponsors on Career Center Career Day Web Page

Fees:

Service	Price	Tax	Total Cost
Featured Sponsor	\$1,055.81	\$79.19	\$1,135.00
Corporate	\$776.74	\$58.26	\$835.00
Government	\$395.00	n/a	\$395.00
Non-profit	\$295.00	n/a	\$295.00
Electricity to booth <i>*this is already included in featured sponsor package</i>	\$93.02	\$6.98	\$100.00
Additional Attendees	\$32.56	\$2.44	\$35.00 pp
Continental breakfast and afternoon snacks	included	n/a	included
Lunch (for up to 3 attendees)	included	n/a	included
Company Description published in Career Day Event Guide (submitted during online registration)	included	n/a	included

VI. WHAT ARE THE FEES FOR AN ADVERTISEMENT IN THE PRINTED CAREER DAY GUIDE?

Advertising in the Program Guide is an excellent way to get your name out on campus. We publish both hard-copy and online versions of this very popular guide that is available to students, alumni and faculty.

Advertising Rates (not taxable)	Black and White	Color
¼ page (5.0" High x 3.75" Wide)	\$225	\$345
½ page (5.0" High x 7.5" Wide)	\$345	\$625
Full Page (10" High x 7.5" Wide)	\$595	\$995
Inside Cover – Front or Back (Full bleed – 8.5" x 11.0")	None	\$1200
Back Cover (Full bleed – 8.5" x 11.0")	None	\$1450

VII. HOW DO I SCHEDULE ON-CAMPUS INTERVIEWS AND/OR AN INFORMATION SESSION AROUND CAREER DAY?

Next day interviews: one interview space reservation is free per booth with career fair registration but must be reserved at registration time. These are first come, first served, mainly placed in common interview areas. Career Day participants have the option to schedule information sessions during this week, or later in the semester. Request through DiggerNet or contact Debbie Behnfield at 303-273-3253 / dbehnfi@mines.edu.

VIII. HOW DO I MAKE A PAYMENT?

- Payment is due within 30 days after registration or two weeks prior to the event (whichever comes first), unless written arrangements have been made with the Career Center.
- Print invoice attached to the confirmation email and forward with a check to "Career Day", Mines Career Center, 1200 16th Street #E180, Golden, CO 80401.
- You will receive an email when Mines actually receives your payment.
- Registrations without payment before Career Day will be considered incomplete and may be cancelled. An administrative fee may be assessed. For questions on invoices, contact L. Jane Cain, 303-273-3233 or lcain@mines.edu.

IX. WHAT ARE THE DEADLINES FOR PRINTED MATERIALS?

- July 1, 2019 is the deadline for the Mines Career Day Program Guide information.
- If an advertisement was purchased, please email ad copy to careercenter@mines.edu by July 1, 2019.
- Companies who register after July 1st **will not** be included in the bound copy of the Mines Career Day Program Guide, **but may be included in the Mines Career Day Program Guide Addendums**, as well as the copy posted on the Mines Career Center online recruiting system.

X. CANCELLATION POLICY

Cancellations must be in writing. Companies are considered registered upon form completion (whether paid or not).

- Full refunds will be given if cancelled by June 30, 2019.
- 50% refunds will be given if cancelled after July 1, 2019.
- If the cancellation is less than 10 days prior to the event, the full registration fee is non-refundable.
- If the company is confirmed, but has not paid, they would be billed for the aforementioned charges incurred.

XI. WHERE DO I PARK ON CAMPUS?

- Full details regarding parking will be emailed to registered participants at a later date.
- We have 4 designated visitor parking lots for the Career Day recruiters on and near campus.
- Event shuttle buses will be driving through the parking lots from 7:00 AM – 4:30 PM to assist employers.

XII. ACCESSIBILITY

Those individuals participating in Career Center activities who have accessibility needs, concerns or requests are encouraged to contact Jane Cain at 303-273-3233 or lcain@mines.edu.

XIII. WHAT ARE THE PROCEDURES FOR SHIPPING MATERIALS TO MINES BEFORE CAREER DAY?

- **Ship to:**
COLORADO SCHOOL OF MINES "CAREER DAY"
(Your Company's Name)
Central Receiving
1301 19th Street
Golden, CO 80401
- The Mines receiving department will accept and store your materials until Career Day arrives. Ship materials to arrive **no later than Friday, Sept. 6** in order to have your materials placed at your booth.
- Mark **"Career Day"** very clearly, and in large letters, on each of your packages. Please number each package (e.g., 1 of 2, 2 of 2, etc.)
- Your packages will be delivered to your booth for you to set up on the morning of Career Day.

XIV. WHAT ARE THE PROCEDURES FOR SHIPPING MATERIALS AFTER CAREER DAY?

- **FedEx and UPS will be doing outgoing pick-ups at the following locations:**
COLORADO SCHOOL OF MINES REC CENTER
1651 Elm St.
Golden, CO 80401
And/Or
COLORADO SCHOOL OF MINES STEINHAUER FIELD HOUSE
1300 Illinois Street
Golden, CO 80401
- At the end of Career Day, please drop off your outgoing materials at the event shipping table between 3:00 – 4:00 to be picked up by 5:00 PM on Tuesday, September 10 at the designated shipping table. **Shipping does not open prior to 3:00 and packages may not be left before that time.** The Mines Career Center is not responsible for unattended materials.
- It is your responsibility to have all packages **properly sealed and labeled with completed shipping forms (including your billing info).**

If you still have questions, please contact Mines Career Center at 303.273.3233 or careercenter@mines.edu