NOTE: This is a preliminary version of this document. Please expect an update in July with additional information and potentially some minor changes. These changes will not affect dates or prices. The Colorado School of Mines is committed to offering both in person and virtual recruiting options this fall. We feel that offering both methods will best serve our students and employer partners. This has required developing plans addressing safety and logistical issues we have never faced before. Because of these additional steps, we have not been able to get information about our fall recruiting program to you as quickly as we traditionally do. Additionally, there are some questions we are still working to answer. We ask for your patience and support while we determine how to host the best events possible. As new information and details come available we will share them with you as soon as possible. Thank you for your understanding and thank you for partnering with the Colorado School of Mines.

I. WHEN AND WHERE IS CAREER DAY?

- Tuesday, September 14, 2021
- 9:00am-3:00pm
- Colorado School of Mines Student Recreation Center (SRC): 1651 Elm Street, Golden, CO 80401
- To the best of our ability, booth location will be determined by industry type, as indicated in Career Day registration.

II. WHAT IS THE SCHEDULE FOR CAREER DAY?

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 9:00 am</td>
<td>Check-in and booth set-up. Career Day booths need to be set up during this time period.</td>
</tr>
<tr>
<td>7:30 - 11:00 am</td>
<td>Breakfast items / coffee will be available in the upstairs and downstairs Employer Business/Refreshment Centers.</td>
</tr>
<tr>
<td>9:00 - 10:00 am</td>
<td>Recruiting / Networking Event open for early access to all graduating Seniors, MS, and PhD Students. Light breakfast will be available at this time.</td>
</tr>
<tr>
<td>10:00 am – 3:00 pm</td>
<td>Recruiting Event for full-time, part-time, summer internship, and co-op positions. Mines faculty and campus community members may also be available for networking.</td>
</tr>
<tr>
<td>1:00 – 3:00 pm</td>
<td>Light refreshments will be available in the upstairs and downstairs Business/Refreshment Centers.</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Exhibits close and exhibitors pack up materials. If shipping packages out, bring to event shipping tables starting at 3:00pm. Please print your return labels ahead of time to expedite the process. *Students expect to have access to employers until 3:00. PLEASE DO NOT LEAVE EARLY.</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Last shuttle buses leave to parking lots.</td>
</tr>
</tbody>
</table>
III. 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).

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

Fees:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
<th>Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Featured Sponsor</td>
<td>$1204.65</td>
<td>$90.35</td>
<td>$1,295.00</td>
</tr>
<tr>
<td>Corporate</td>
<td>$813.95</td>
<td>$61.05</td>
<td>$875.00</td>
</tr>
<tr>
<td>Government</td>
<td>n/a</td>
<td></td>
<td>$445.00</td>
</tr>
<tr>
<td>Non-profit</td>
<td>n/a</td>
<td></td>
<td>$295.00</td>
</tr>
<tr>
<td>Electricity to booth *this is already included in featured sponsor package</td>
<td>$106.95</td>
<td>$8.02</td>
<td>$115.00</td>
</tr>
<tr>
<td>Additional Attendees</td>
<td>$32.56</td>
<td>$2.44</td>
<td>$35.00 pp</td>
</tr>
<tr>
<td>Continental breakfast and afternoon snacks</td>
<td>included</td>
<td>n/a</td>
<td>Included</td>
</tr>
<tr>
<td>Lunch (for up to 3 attendees)</td>
<td>included</td>
<td>n/a</td>
<td>Included</td>
</tr>
<tr>
<td>Company Description published in Career Day Event Guide (submitted during online registration)</td>
<td>included</td>
<td>n/a</td>
<td>Included</td>
</tr>
</tbody>
</table>

Organizations attending the in-person fair have the option to attend the virtual fair as well. Cost: $200

IV. QUESTIONS ABOUT THE WIRED EVENT?

- Details will be sent with the July update.
V. **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. These are first come, first served, and primarily placed in common interview areas. This is a separate registration process from Career Day (if you have indicated your interest in your Career Day registration – you will be contacted to complete the registration process).
- Information Sessions: Career Day participants have the option to schedule information sessions during Career Day week, or later in the semester. This is a separate registration process from Career Day (although you may have indicated your interest in your Career Day registration).
- You may request registration for both Next day interviews and Information Sessions through DiggerNet or by contacting Debbie Behnfield at 303-273-3253 / dbehnfie@mines.edu.

VI. **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.
- If paying by check, 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 2 weeks 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. See cancellation policy below (Section VIII).

VII. **WHAT ARE THE DEADLINES FOR ADVERTISING MATERIALS AND COMPANY INFORMATION TO BE SHARED WITH STUDENTS?**

- August 15, 2021 is the deadline for the Mines Career Day Program Guide information.
- Information provided in registration process (majors recruited, levels, position types, contact information) is published in the Career Day guide. While updates are possible after your initial registration, once data is pulled for publication creation, this is what students will see in the guide. All updates will be available to students online through DiggerNet and they are encouraged to use DiggerNet/the Career Day app for most up-to-date information from employers.

VIII. **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 August 15, 2021.
- 50% refunds will be given if cancelled after August 15, 2021.
- 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.
IX. WHERE DO I PARK FOR THE EVENT?

• Full details regarding parking will be emailed to registered participants at a later date.
• We have 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.

X. 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.

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

• Ship to:
  COLORADO SCHOOL OF MINES "CAREER DAY"
  (Your Company’s Name & Day-of Contact Name, if possible)
  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, September 10, 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.

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

• FedEx and UPS will be doing outgoing pick-ups at the following location:
  COLORADO SCHOOL OF MINES REC CENTER
  1651 Elm St.
  Golden, CO 80401
• At the end of Career Day, please drop off your outgoing materials at the event shipping table between 3:00 – 4:00pm. The Career Center has arranged for FedEx and UPS to do a direct pick up of overnight materials following event closure (approximately 5:00pm) and next day for ground materials.
• 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