



European Career Fair

Connecting Continents

Creating Careers

Registration Package

Umbrella Organizations

19th European Career Fair

Saturday – Monday

February 21 – 23, 2015



Global Education and Career Development,
Development, European Club, and
MISTI

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<http://ecf.fairsey.com>
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Contents

	Page
General Information	3
Registration Agreement for Employers	5
Registration Fee	8
Payment	9
Submission of Employer Information	9
Accessing the Resume Database	11
Fair Day	11
Exhibition booths	13
Shipping to the Fair	15
Return Shipping	16
Accommodations	17
Interviews	18
Contact information	19

General Information

At the European Career Fair, we distinguish between three types of employers:

- Non-profit organizations
- For-profit organizations
- Umbrella organizations

The type of employer affects several aspects of this registration package and contract including but not limited to the registration fee and access to the candidate database.

A non-profit organization is a university or research institution that uses surplus revenues to achieve its goals rather than distributing them as profit or dividends while a for-profit organization is intended to operate a business which returns a profit to its owners. An umbrella organization is an association of institutions who work together formally to coordinate activities or pool resources. This registration package is intended for participating umbrella organizations (not companies). It is custom tailored to your organization.

***Please note that all participating companies/organizations agree not to give access to the candidate database to third parties.

Below is an outline of the registration procedure for the European Career Fair 2015 (ECF2015). Please read these carefully.

1. Registration for the Fair

Click on “Employer Information” on our website <http://ecf.fairsey.com> to access general information about the career fair. Once you have decided you are interested in attending the career fair, select “Register” on the next web page. This will allow you to register for the fair and for interviews that day after the fair. In December, you will receive a separate email about how to register additional organization/company representatives, order audio visual and accessories for the career fair, and register for additional career fair events including information session on Saturday and Sunday, Saturday night reception, and meals on Monday and Tuesday after the fair. The information entered here will be used for all ECF related business. The person registering will be the assigned administrator/main contact and will receive important information regarding ECF business, such as deadlines. Only this person will be able to add additional contacts. When you register online we strongly recommend using the English spelling of names (such as cities, institutes).

2. Submitting the registration agreement

Your company is registered once we have received your payment. You will notice on the website that you company has and “approved status” Through the registration agreement your company or organization commits to participating in ECF2015, as specified in its clauses.

3. Payment (see page 8-9)

The participation fee for the European Career Fair 2015 has been set to \$3,500 for employer and \$1,500 for Academic Institutions/Nonprofits. .

4. Submission of information over the internet (see page 9-10)

ECF offers your institution the opportunity to promote itself in various ways: via our dedicated webpages, you can submit an employer profile for the web and the Fair booklet. Likewise, you may submit a company logo for use on the website and an advertisement for the booklet. Additionally, to ensure a smooth experience at the Fair, logistical information has to be provided through the web interface.

ECF Employer Task	Deadline
Payment of registration fee	10 days after invoice
Reserve Hotel Reservation at ECF Rate	January 28, 2015
Employer registration for ECF	January 30, 2015
Submission of profile and advertisement	January 30, 2015
Request for interview booths	January 30, 2015
Request for additional fair booth equipment	January 30, 2015
Request for presentations	January 30, 2015
Arrival of shipment	February 6, 2015

Registration Agreement

European Career Fair at MIT (the “Career Fair” or “Fair”)

Location: MIT campus

Career Fair date: Feb 21, 2015; Interview dates: Feb 22-23, 2015

Registration fee: \$3,500 per employer or \$1500 for Academic Institutions/Nonprofits

List of entities represented by your Umbrella Organization (as of this date):

For details about what is included in the participation fee, see page 8 of the Registration Package.

Date: _____

Employer: _____

Primary contact: _____

Primary email: _____

Full Address: (include postal code, city, and country):

hereby enrolls as participant of the above European Career Fair 2015 at MIT, and agrees with all terms and conditions of the following Registration agreement, made between the participant and MIT, on behalf of the MIT European Career Fair Organizers, organizer of the Fair (the “organizer”).

1. General Conditions

If any clause of this contract is declared void, all other terms remain in effect. All obligations of the organizer are void lacking the participant's payment of the Participation Fee and due additional fees. The organizer will not be liable for failing to provide any services including (but not limited to) those covered in this document, if corresponding material is not provided by the participant by the due date. This contract shall be read and construed according to and shall be governed by the laws of the State of Massachusetts.

2. Participant's right to cancel the registration

- a) For a cancellation made more than 30 days prior to the Career Fair, the organizer will refund 50% of the participation fee. There will be no refunds for a cancellation made thereafter.
- b) The cancellation of the contract will be confirmed in writing by the organizer.

3. Cancellation of the Fair

- a) If the organizer is forced to cancel the Fair for reasons beyond its responsibility, the participant agrees to share the cost of the Fair, apportioned to all participants but not in excess of the amount of the participation fee.
- b) The organizer has the right to cancel the Fair at its sole discretion. If the above point (3a) does not apply, the participation fee will be repaid in full to the participant.

4. Advertisement and Recording

The organizer has the right to advertise the Fair using names and logos of the participants, and to make audiovisual recordings of the Fair and make them public.

5. Fair Booth

The participant will be provided with a booth at the Fair in a location to be determined by the organizer. The size of a single booth is uniform for all participants.

6. Fair Booklet

The organizer edits the Fair Booklet, which will contain up to one page of standard information and advertisement provided by the participant to that effect. The organizer does not guarantee the appearance of the company information and advertisement in the Fair Booklet for information submitted after the deadline (January 30th, 2015).

7. Candidate Database

The participant will be entitled to access a database (the Candidate Database") containing profile information voluntarily and confidentially disclosed by student job candidates. As conditions of this access, the participant agrees (1) that it will keep the contents of the Database ("Candidate Database Information") strictly confidential; (2) that it will not disclose, reproduce, distribute, or provide access to Candidate Database Information to any third party and (3) that it will disclose, reproduce, distribute or provide access to Candidate Database

Information only to such persons within the participant's organization who have a need to access the Confidential Candidate Information for hiring purposes.

Toward the end of facilitating internal access to the Candidate Database, the participant may create any number of login accounts to access the Candidate Database, provided that said

accounts are truthfully aligned with email addresses within the participant's email domain. Each individual must have his or her own login account.

The participant understands and agrees that the organizer has the right to suspend or terminate the participant's access to the Candidate Database, if it concludes that the participant has violated the preceding terms and conditions. A participant that violates any of the preceding terms and conditions is subject to cancellation of its registration to the fair (dues nonrefundable) and future participation in ECF and other MIT recruiting activities.

8. Company/Organization Presentations

The European Career Fair Organizers will provide the logistics for all group presentation on Saturday February 21 and Sunday February 22, 2015. Representatives will work directly with the organizers for logistics, room setup, and payment.

9. Liability

a) The participant will be held liable for any injuries or property damage to the Fair booth or to organizer's property caused by its employees or agents. b) The organizer will not be liable for any damage to or loss of the property of the participant regardless of cause. c) The participant agrees to indemnify and hold the organizer harmless for any third party claims arising from its use of Candidate Database Information or violation of the terms and conditions of access to the Candidate Database set forth in section 7.

10. Shipments

a) The participant shall be responsible for any shipments to and from the Fair, as well as any customs charges. The participant may deliver shipments to the organizer at least two weeks prior to the Fair but no later than February 6, 2015. b) The organizer shall not be liable for any delays of or any damages to such shipments.

11. Payment of Invoices

Payment of any monies owed to the organizer, including but not limited to the registration fee, charges for audio/visual equipment, meals, or the assessment of late fees or penalties must be made within ten (10) business days of invoicing. Failure to furnish payment within the ten-day period may result in immediate withdrawal of access to the Candidate Database, exclusion of the participant's advertisement from the Fair booklet and the participant's logo from the ECF website, dismantling of the participant's booth at the exhibition hall, and withdrawal of organizational support and infrastructure on the interview days.

Signatory/Stamp for participant: _____

Name and Title (Please print): _____

Date: _____

Registration Fee

The participation fee for the European Career Fair 2015 has been set to \$3,500 per Employer and/or \$1500 for Academic Institutions/Nonprofits.

After registration, the invoice for the participation fee will be sent to the participant.

The following items are included in the participation fee:

- A standard booth on the Career Fair day
- Access to the candidate resume database
- Access to our online interview scheduling tool
- Advertisement in our Career Fair booklet
- Listing as a participant on our website
- Optional employer presentation on the Fair day
- Breakfast and lunch on the day of the Fair
- Morning coffee buffet and lunch on the interview days
- Discounted hotel rates (only guaranteed if room reservations are made before 28th January, 2015)
- Complimentary shuttle service on the Fair day from hotel to Fair location
- Evening Reception on Saturday: With pre-registration and a fee of \$25 per person.

Please note that the fee covers up to three (3) employer participants for Fair and interview days, including the reception. You are welcome to attend with more than three participants at an additional cost of \$100 per person per day. You will be able to indicate the number of participants through our website. Special equipment can be requested for your booth on the Fair day at an additional cost. For a specification of the individual items and their cost, please refer to page 13-14. All additional costs will be included in the second round of invoicing, independent of the participation fee.

Please note that shipping is NOT included in the fee (see page 15)

Payment

There will be two separate rounds of invoicing. The first billing will be generated 1-2 business days after the receipt of the signed and dated contract, and will only cover the Registration fee and the costs of interview booth (see page 7). The second billing will cover the cost of the equipment requests for the Fair booth, additional representative, if any (page 13 and 18 of this document, respectively). Please initiate payment as soon as possible

Please note the payment deadline for the registration fee is 10 business days after invoice date.

Participation in the Fair and access to full Fair services (interview scheduling, job board and database access) is not allowed until payment is received.

The European Career Fair accepts payments by credit card only, as it will grant your institution fast access to our resources, due to instant payment confirmation. Please contact eurocareerfair@mit.edu if you require alternative payment methods

Detailed instructions for payment will be included on the registration site.

Submission of Employer Information

The European Career Fair recognizes that employer visibility is crucial to the success of the event. For this reason, we offer various ways to promote your company or organization. It will be possible to submit all information conveniently through our website soon after your registration is received.

Every year, we print and distribute a Career Fair Booklet. The booklet mainly consists of employer profiles and advertisements, but also contains letters of endorsements from our partners, like the European Commission and other governmental institutions such as consular representations of the EU. The booklet is made available to all candidates to the Fair, the endorsers and many career offices of US educational institutions. Your company or organization is allocated a 2-page spread in this booklet. If you are a returning participant, and wish to use the information submitted for a previous (recent) edition of the Fair, please let us know.

Employer profile in booklet

The employer profile in the booklet will feature important numbers and facts of your company/organization, as well as contact information. This profile will allow candidates that are unfamiliar with your company/organization to quickly find relevant information. A formalized layout and uniform categories ensure a consistent look and make it easier for candidates to navigate. Therefore, we invite you to fill out a list of questions on our website. This information will be provided on the left page of the 2-page spread of our booklet. Please note that the requested recruiting contact information is meant as a contact address for interested candidates,

and will be printed in your profile. Please only include information that you wish to disclose publicly.

Booklet Advertisement

The right page of the 2-page spread is used for a black-and-white advertisement for your company or organization. The ad has to be submitted via our website in Adobe Portable Document Format (PDF), according to the specifications below. Note that documents that do not correspond to these specifications may be resized to fit, and color documents will be converted to black and white. Legibility or aesthetics in these situations is not guaranteed. If your design features any kind of background, it should fill the entire area of the page (bleeding edges).

Booklet advertisement specifications

Page size	6'' x 8 1/2'' (152 mm x 216 mm)		
Bleed	1/4'' (6 mm) on all sides		
Design area	5 1/2'' x 8'' (140 mm x 204 mm)	Color	Black and white
Format	PDF		
Fonts	To be included		
System	Windows PC		

Due to printing deadlines we cannot guarantee inclusion of material received after January 30th, 2015.

Logo

Logos will be used in the listing of participating employers on our website, as well as for printing on the badges that will be provided to employer representatives on the Fair day. To ensure that your current logo is used, please upload via our website. We accept all common digital image formats (JPG, TIFF, GIF, BMP). To allow for high quality prints a minimum resolution of 200dpi is required at a print size of 3 x 3'' (76.2 x 76.2 mm).

Employer profile for the website

To increase interest in your company or organization we encourage you to provide a short 250-word profile that will be visible when candidates click on your company's/organization's logo.

We encourage our participants to advertise their presence at the European Career Fair via web or company publications. An ECF logo is available upon request.

Accessing the Resume Database

One of the main assets of the European Career Fair is its candidate resume database. Each year around 5,000 resumes are collected from high quality candidates of top universities and institutes in the US.

The database can be queried once the employer has registered online, and has submitted the signed registration agreement as well as payment has been received by ECF. Please note that most candidates will submit their resume around **January 23rd, 2015**.

Detailed instruction on how to use the candidate database, as well as on how to schedule interviews will be available on the Career Fair website.

Fair Day

Participant Registration

To ensure each of your representatives has access to all facilities during the Fair day, it is essential that we are aware of their attendance. During the registration process, you will be allowed to list up to 3 representatives on the form. You will be able to add more company representatives at a cost of \$100 per day at a later date.

Saturday February 21, 2015: The Day of the Fair		
8 am - 9 am	Johnson Track, second floor (Building W34), MIT	Setup of the Fair booths and breakfast for employers
9 am - 4 pm	Johnson Track, second floor (Building W34), MIT	Career Fair (exhibition)
9 am - 4 pm	MIT campus*	Company Presentations
11:30 am - 1:30 pm	MAC Court, MIT	Lunch for employers
7:30 pm - 10:30 pm	Boston-Cambridge Marriott, Grand Ball Room	Reception (RSVP required)
Sunday February 22, 2015		
6:30 am - 8 am	Boston-Cambridge Marriott	Morning coffee buffet (registration required)
9 am - 5 pm	MIT GECD (2 nd and 3 rd Floors) 290 Main Street right across from Boston-Cambridge Marriott	Interviews

11:30 am - 1:30 pm	Boston-Cambridge Marriott	Lunch (registration required)
Monday February 23, 2015		
6:30 am - 8 am	Boston-Cambridge Marriott	Morning coffee buffet (registration required)
9 am - 5 pm	MIT GECD (2nd and 3rd Floors) 290 Main Street right across from Boston-Cambridge Marriott	Interviews
11:30 am - 1:30 pm	Boston-Cambridge Marriott	Lunch (registration required)

* within walking distance from exhibition hall.

Coffee buffets and lunches are complimentary, but pre-registration is required. For the reception on Saturday night, online RSVP is required and your organization will be charged \$25 per attendee

What to Expect?

First time participants may not know what to expect from the European Career Fair. To help those people prepare, we are providing a short run-down of things happening during the Fair.

The Fair Day (Saturday, February 21, 2015)

- After setting up the booths, the Fair will run from 9am to 4pm. During that time you will have the opportunity to interact with the attending candidates interested in your organization. We welcome approximately 4,000 walk-ins to the Fair. Most candidates will attend in business attire, are goal oriented and well prepared for the event. We strongly recommend that you attend with multiple representatives: this will allow more personal contacts, and keeps the booth attended during lunch times, breaks and possible company presentations.
- You will have the opportunity to schedule interviews for the following two days with the candidates of your choice. We strongly recommend the use of our online database and interview scheduling system to prescreen candidates prior to the Fair. By doing so, we can better assist candidates in finding the appropriate locations of their interviews. Most employers allocate approximately 50% of the interview spots in advance, while the other 50% are scheduled during the day of the Fair. Our team will provide you with a scheduling sheet (already containing the interviews you pre-scheduled online), and you will be able to fill up the remaining spots. A duplicate of this sheet will be collected by an ECF official at the end of the day to facilitate processing of new interviews into our online scheduling system.

- Concurrently with the Fair, you will have the opportunity of making a 20-minute public presentation of your organization, if you have indicated this during the registration process. A member of the team will contact you prior to the presentation, and aid in guiding you to the lecture room provided.
- During the Fair, lunch and drinks will be provided in a room exclusively accessible for employers with no admittance to candidates. Your registration fee includes access for up to 3 representatives. You can register additional representatives at an extra cost (see Registration Fee, page 8).
- Wireless internet will be available at the booths. Instructions on how to set up your connection will be made available upon arrival.
- After the Fair, you are cordially invited to attend the evening reception at the Boston-Cambridge Marriott (RSVP required through our website and an advance payment of \$25 per attendee – the remaining cost will be covered by ECF). This event is for company representatives and the MIT organizing offices only and will consist of a selection of fine foods and drinks.

The Interview Days (Sunday February 22 and Monday February 23, 2015)

- You will be able to conduct the scheduled interviews at MIT Global Education and Career Development Office. Please read the “interviews” section (pages 17-18) for more information.
- Wireless internet will be available free of charge in all guestrooms and in all interview rooms and booths. Instructions on how to set up the connection will be made available by the hotel management.
- During the interview days, a morning coffee buffet and lunch buffet will be provided to those employers conducting interviews, who have pre-registered for this service in advance through our web interface. Service hours are fixed; please plan your interview schedule accordingly.

Exhibition Booths

Standard Exhibition Booth

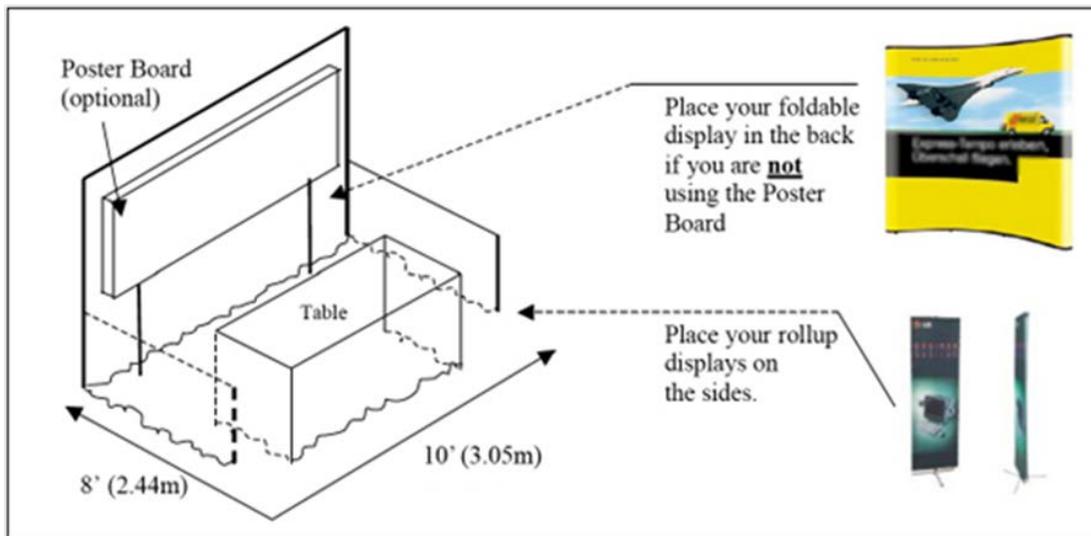
Booth Size: 10’ wide x 8’ deep (3.05 m wide x 2.44 m deep).

Color: Royal blue and canary yellow draping cover the booth walls and exterior. The color scheme is non-negotiable because it represents the official colors of the EU.

All booths are equipped as follows:

- 1 table
- 2 chairs
- 1 trash bin
- Electricity (3 plugs) and 3 EU to US plug converters
- Wireless Internet (W-LAN)

Please review the following sketch of the standard Fair booth provided to participants. There is usually enough space for your foldable displays or rollup displays in the back and the sides. Please note that a poster board is not included in the standard booth package. The poster board and other items can be ordered at an additional price (see page 13-15).



Fair Booth Requests

The deadline for booth requests at the Fair day is **Jan 30, 2015**. Certain accessories are not part of a standard booth but can be requested via our online registration system at an additional cost as long as supplies last. The deadline for requesting these is also January 30, 2015.

You will be invoiced for these items you request (see payment section, page 8).

The following items are available:

- Extra chairs \$30
- Poster Board \$60
- Bar/bistro tables \$60
- Bar/bistro stools \$30
- 20" LCD Screen \$350
- 24" LCD Screen \$400
- 32" LCD Screen \$500

- 40'' LCD Screen \$700
- 42'' Plasma screen \$650
- 46'' LCD Screen \$900
- DVD player US format \$150
- LCD projector \$350
- 6'' tripod screen \$150
- Additional fair booth contact us for pricing

Seminar/Information Session Rooms

Presentation slots can be requested using your online interface, soon after registration. All presentation rooms are equipped with:

- LCD projector for laptops
- Loudspeakers

Note that presenters will have to bring their own laptops for the presentation. A team member will be available to assist in setting up your computer, but it is the presenter's responsibility to ensure that the required software and files are loaded.

Shipping to the Fair

Many employers wish to bring display and promotional materials to the Career Fair. Below are some guidelines for shipping to and from the Career Fair. The shipment of such materials is your own responsibility. The following points will help you in the process.

Shipping to the Career Fair

Preferably use an established carrier (UPS, FedEx, DHL) to ship your goods to ECF. This will allow you to track your shipment via the carrier's website and the carrier clears the shipment through customs. Ensure arrival before the deadline listed above.

Ship to: [Your name and the name of your company]

Care of the European Career Fair

MIT Mail Services

350 Brookline Street

Cambridge, MA 02139

USA

Contact phone number: (617)-253-6000

(Failure to list a phone number can delay your shipment).

Note that ECF is not listed as the addressee. You are shipping goods to yourself, c/o the

European Career Fair. This also implies that MIT, MISTI, and European Club of MIT (the organizers of ECF2015) and/or MIT Mail Services are not responsible for any shipping cost or custom duties. Submit the shipment details via our website to facilitate the delivery of your items to the appropriate booth.

Customs

Clearance at customs can take up to a week, please send your shipments well in advance in case any problems arise. Participants must make their own arrangements with the shipper or US Customs Broker (for an extensive list see http://www.freightworld.com/cust_geo.html#3) to ensure their shipments clear customs. Customs regulations vary depending on what you are sending. Duties apply for commercial items. When material is of no commercial value (NCV), indicate this on the shipping forms. This includes brochures, describing your company/ organization or job openings. If you are planning to return the items to your office, confirm that the material imported will be returned to the country of origin. If your company or organization has a US office, consider sending the promotional and/or display materials from there, in order to avoid delays at customs.

Return Shipping

As a courtesy to exhibitors, the MIT European Fair Organizers will engage one or more outside vendors to handle return shipments. The vendor will provide all necessary forms and packaging materials. Please note that to streamline the return shipping procedures via the contracted vendor, we will provide the necessary forms via the “shipping” tab on our web page prior to the Fair. We strongly encourage you to read and fill out these forms before your arrival.

Please note that payment for return shipment is not included in the registration fee. If you wish to use this service, you will need to pay the vendor, directly, on the day of the Fair (using a credit card). You cannot use your company accounts and we are unable to invoice you at a later time.

Alternatively, you can make your own arrangements for return shipping. Your shipments can be collected by the carrier of your choice from the Fair location on the Fair day, or be returned to MIT mail services, where they can be picked up. Note however, that the European Fair Organizers of MIT does not have the resources to handle these or other arrangements and the use of this option is your own responsibility. Storage fees may apply if the items are not picked up timely from MIT mail services.

Items to be returned to MIT Mail Services should be collected at the end of the Fair day. The Fair location needs to be vacated at 6 pm. Unattended items that remain in the Fair booth area at this time will be discarded.

Accommodations

Hotel Information:

Boston Marriott Cambridge
50 Broadway Cambridge Massachusetts 02142 USA
1-617-494-6600

This Cambridge, MA hotel in Kendall Square is centrally located and offers easy, quick access to downtown Boston. Situated near the scenic Charles River, the Marriott Cambridge is just minutes away from Harvard University, MIT and Boston University. Located near Massachusetts General Hospital, this hotel in Cambridge, MA is easily accessible from Boston Logan Airport, I-93 and the subway.

Available amenities include: Free Wireless in Public Areas, Restaurant and Lounge, Gym, Business Centre, Express Check-In and Check-Out.

Hotel Booking: A block of rooms have been set aside for Thursday, February 19 – Monday, February 23, 2015, subject to availability. Rooms reserved within this time frame are available at the discounted rate of \$159.00 (plus tax) per night. Non-standard rooms are the rate of \$199 (plus tax) per night. Companies are encouraged to reserve a room for their representatives as soon as possible, but no later than **Wednesday, January 28, 2015**. Reservations made after the deadline are excluded from the discounted rate.

***To reserve a hotel room, please visit, use the link below or call 1-800-228-9290 and reference the “MIT European Career Fair.” Reservations for check-in dates before February 19 and check-out dates after February 24 are based upon availability and may not be at the discounted rate. Guest will need to contact Marriott Central Reservations at 1-888-236-2427 for details on room rates and reservations outside of the dates February 19-23, 2015.

These rates apply for bookings completed before **January 28, 2015** and do not include any taxes or service charge. Bookings received after this date does not qualify for the discounted rate. Please note that lodging arrangements have to be made by you. We will provide you with a link to the hotel website where you can book rooms at the discounted rate via our ECF website, ecf.fairsey.com

In rare cases, the website mistakenly may indicate that there is no availability. Should this occur, please contact the eurocareerfair@mit.edu to inquire about available rooms. In many cases, we will be able to arrange your stay at the discounted rate.

Payment

Room reservations are payable to the hotel directly. A credit card is required to hold the reservation, but will not be charged. Payment options are at the discretion of the hotel.

Interviews

Interviews will be conducted on Sunday, February 22 and Monday, February 23, 2015 in Global Education and Career Development at 252 Main Street (right across from the Boston-Cambridge Marriot hotel).

Access to the resume database

Upon online registration, receipt of registration agreement and payment of the registration fee, employers will be granted access to our resume database. This allows you to pre-select candidates that suit the profile you are looking for and invite them prior to the day of the Fair for an interview on the interview days. Note however that new candidates may register and submit resumes as late as **February 18, 2015**. The resume database is in real time and you will be able to search the database before and after the fair.

Scheduling of interviews

We encourage employers to use our online interview scheduling tool. Information on how to use the tool will be available on our web site. On the Fair day itself, depending on the number of interview slots still available in your scheduling sheet, you may schedule additional interviews with candidates on the day. Therefore, on the day of the Fair, we will provide you with your online scheduling sheet, already containing the pre-scheduled interviews, and you will be able to fill up the remaining spots. You will be able to go online to add new candidates and the candidates will receive an email alert.

Interview options

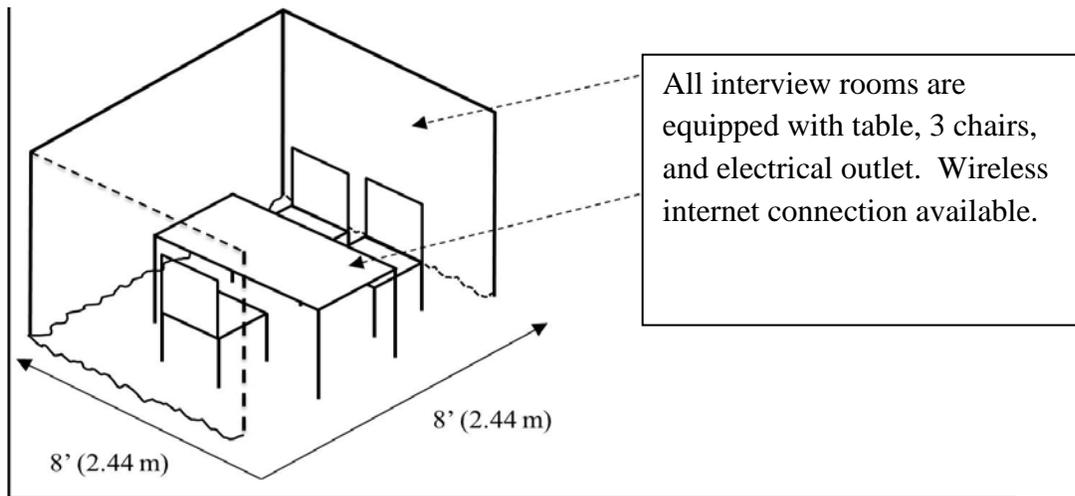
To conduct your interviews, the organization of ECF offers interview rooms on Sunday February 22 and Monday February 23. You can register for interview online at the price of \$125 per room.

Interview booths (highly recommended)

The specifications for the interview rooms are as follows:

- At least 8 x 8' rooms
 - 3 chairs (2 interviewers, 1 interviewee) and 1 table
 - Complimentary electricity outlet
 - Complimentary wireless internet connection
 - Price: \$125
- Booths can be reserved for a second day at additional charge and based on availability.

There is a limited number of interview booths available that will be assigned on a “first come, first serve” basis. Reservation of interview booths will be possible via the online registration system.



Contact Information

Mailing Address:

Global Education and Career Development
c/o European Career Fair
77 Massachusetts Avenue, E39-305
Cambridge, MA 02139
USA

Please note that this is our general correspondence address. **For shipping your material to the European Career Fair, please refer to the shipping section on page 15-16 of this document.**

Fax (for registration agreement)

+1-617-253-84577

Email: career@euroclub.mit.edu

Website: <http://www.euro-career.com>

Phone: +1-617-715-5329

E-mail is our preferred method of correspondence, except for sending signed contracts (which have to be submitted by fax, see above).

For questions with regard to employer registration, shipping, lodging or specific questions about the ECF web site please contact: eurocareerfair@mit.edu

We look forward to welcoming you at the European Career Fair 2015!

Sincerely,

MIT Global Education and Career Development, MIT European Club, and MIT International Science & Technology Initiatives

