### EVENT SCHEDULE

#### Networking Reception
- 5:30 pm
- 6:00 pm
- 6:00 pm – 8:00 pm

  - Employer Check-In
  - Doors Open to Students
  - Hors d’oeuvres and Beverages

#### Career Fair
- 9:00 am – 10:00 am
- 9:00 am – 11:00 am
- 10:00 am
- 12:45 pm – 2:45 pm
- 2:00 pm
- 2:00 pm

  - Employer Check-In and Set-Up
  - Breakfast Available in the Employer Lounge
  - Doors Open to Students
  - Lunch Available in the Employer Lounge
  - Doors Close to Students
  - Employer Booth Break-Down

The following information is designed to help you prepare for your visit:

- [Networking Reception](#)
- [Career Fair](#)
- [Payment & Invoice Information](#)
- [Deadlines](#)
- [Booth Specifications](#)
- [Internet Access](#)
- [Meals](#)
- [Shipping Materials](#)
- [Return Shipments](#)
- [Material Drop Off Area](#)
- [Parking](#)
- [Arriving by Air](#)
- [Taxi Information](#)
- [Staying in Austin](#)

If you would like additional assistance or information, please feel free to contact the Employer Relations Program Coordinator, Yvette Brown, at (512) 475-6434 or [Yvette.brown@mccombs.utexas.edu](mailto:Yvette.brown@mccombs.utexas.edu)
NETWORKING RECEPTION CHECK-IN
The reception will be held at the Etter-Harbin Alumni Center located at 2110 San Jacinto, Connally Ballroom, Austin, TX 78705. Employer check-in will begin at 5:30pm. Hors d'oeuvres and refreshments will be offered. We will have tall cocktail tables with company signs set up throughout the ballroom for each company. No need to bring table-cloths or swag – save it for the career fair. Students will be in business professional attire. Recommended employer attire: business casual or whatever reflects your company culture.

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CAREER FAIR CHECK-IN & SET-UP
The career fair entrance is located on East 23rd St. between San Jacinto Blvd. and Robert Dedman Dr. at Gate 14 of the DKR Stadium Red McCombs Red Zone. Address: 403 East 23rd St., Austin, TX 78712. Students will be in business professional attire. Recommended employer attire: business casual or whatever reflects your company culture.

Our event staff & student volunteers will be on hand to help bring last-minute items from the Booth Materials Drop-Off Area to your booth, and to help you set up your booth. Staff will be in McCombs branded attire.

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PAYMENT & INVOICE INFORMATION
Credit Card Payment
Prior to submitting payment, please wait to receive your 2016 McCombs MBA Career Connections confirmation email. Your confirmation email will include a copy of your invoice with the Credit Card payment link.

Check Payment
Please make checks payable to McCombs School of Business
Address your payment to:
The University of Texas at Austin
McCombs School of Business
MBA Program Office
Attn: Yvette Brown
2110 Speedway
Mail Stop B6004
Austin, Texas 78712-1750

Invoice
You may view your 2016 McCombs MBA Career Connections invoice at any time by logging into your RecruitTexasMBA account. Once logged in, please follow the below steps:
1. At the top of your home page, select the ‘Events’ tab and scroll to ‘Career Fairs’
2. Select the ‘Review-Confirmed’ button next to ‘2016 McCombs MBA Career Connections’
3. You can view your invoice by selecting the ‘Accounting’ tab from Career Fairs

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DEADLINES

Registration Deadline – September 8, 2016

Cancellation Deadline - September 1, 2016 – Cancellations after September 1 will only receive a 50% refund for Career Connections Registration.

Payment Deadline – September 16, 2016 – Career Connections payment is due in full. Payments submitted after September 16 will incur a $75 late payment fee.

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BOOTH SPECIFICATIONS
The standard fee includes one 8’ x 10’ booth with one electrical outlet, a table and table cloth/skirting, two chairs, breakfast, lunch and parking validation for four recruiters. All booth items must fit in this allotted space.

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INTERNET ACCESS
If needed, internet access codes will be available at the Career Fair. This information will be available at each booth or you can also receive an access code at the information table.

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MEALS
An Employer Lounge will be available to recruiters for both breakfast and lunch.
9:00 am – 11:00 am – Breakfast
12:00 pm – 2:00 pm – Lunch

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SHIPPING PACKAGES FOR THE CAREER FAIR
DKR Stadium staff will receive, store & deliver packages to your booth at the fair for no charge. Booth Materials will need to be mailed September 12th – 15th, 2016. Packages received after September 15th, 2016 are not guaranteed to be available the day of the fair.

Make sure your packages clearly indicate your company name, address and sender's contact information. Shipping labels should list the following information:

*MBA Career Connections*
*Attn: Justin Roque*
*2139 San Jacinto Blvd.*
*Austin, Texas  78712*

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RETURN SHIPMENTS
DKR Stadium and MBA Career Management staff will be on hand to assist you in shipping packages back to your office after the event using **only FedEx**. You will be asked to follow the steps below:

1. **We request that only** pre-printed, pre-paid labels be used to return items. Items with handwritten labels **will not** be accepted for return shipment.
2. If you plan to use UPS you will need to arrange for a pre-paid pickup using the address above and notify Karen Machacek at karen.machacek@austin.utexas.edu regarding the details of your pickup & include your confirmation number.

Return packages will be shipped out on **September 19, 2016**.
MATERIAL DROP-OFF AREA

The material drop-off area will be at the NW Corner of the DKR Stadium, just south of 23rd & San Jacinto Blvd. Look for the A-Frame sign. Please do not leave your vehicle unattended. Feel free to contact Yvette Brown (512) 775-7790 or Michelle Hardy (512) 917-1741 for assistance. Staff & student volunteers will be on hand to assist you with your materials and delivering them to your booth.
PARKING FOR THE RECEPTION & CAREER FAIR

RECEPTION
Etter-Harbin Alumni Center – Connally Ballroom
2110 San Jacinto Blvd.
Austin, TX 78712

CAREER FAIR
DKR Texas Memorial Stadium
403 East 23rd Street
Austin, TX 78712

You can either park in the San Jacinto or Manor Garage for both the Networking Reception and Career Fair.

_Take a ticket when you enter the garage. As you check in at the Reception and Career Fair, present your ticket to receive a parking validation card._

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ARRIVING BY AIR
Austin-Bergstrom International Airport is located in southeast Austin on Texas Hwy 71, eight miles from downtown. Directions from the airport:

- Take Hwy 71 West to Hwy 183 North
- Bear a left onto Airport Blvd
- Turn left onto MLK (19th) Street
- Take a right on Trinity Street (Restricted usage road)
- Slight right onto San Jacinto Blvd
  - The Materials Drop Off Area will be to your right, on the corner of 23rd & San Jacinto
- The San Jacinto Parking Garage will also be on your right, further down San Jacinto Blvd (see map above).
- The Manor Parking Garage will be on the east side of DKR Stadium, on the corner of Manor Road and Robert Dedman Drive (see map above).

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**TAXI INFORMATION**
For the Career Fair please give your taxi driver the DKR Stadium North End Zone, Gate 14 Entrance address: 403 East 23rd St., Austin, TX 78712 for drop off & pick up. This entrance is located between San Jacinto Blvd. and Robert Dedman Drive.

Austin Cab: (512) 478-2222  
Yellow Cab Austin: (512) 452-9999  

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**STAYING IN AUSTIN**

**HOTEL RECOMMENDATIONS**
Below are hotels in close proximity to the UT Campus. Other Austin Accommodations can be found at our [Visit Us Page](#).

- **AT&T Executive Education & Conference Center** (on campus)  
  1900 University Avenue, Austin, TX 78705, (512) 404-3600, 877-744-8822

- **Hampton Inn & Suites**  
  1701 Lavaca Street, Austin, TX 78701, 512-499-8881

- **Doubletree Guest Suites**  
  303 W. 15th Street, Austin, TX 78701, 512-478-7000, 800-222-Tree

- **Hotel Ella**  
  1900 Rio Grande Street, Austin, TX 78705, 512-495-1800, 800-761-0873

- **Radisson Hotel & Suites Austin-Downtown**  
  111 E. Cesar Chavez at Congress Avenue, Austin, TX 78701, 512-478-9611

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**SPONSORED BY:**

[PHILLIPS 66]