Summer Job Fair

**DATE:** Thursday, February 1, 2018
**TIME:** 10 a.m. to 3 p.m.
**LOCATION:** Jock Turcott University Centre, 85 University Private (main campus)

**Schedule**
- 8:30 a.m. to 10 a.m.  Arrival and setup
- 10 a.m. to 3 p.m.  Career Fair
- 3 p.m. to 3:30 p.m.  Teardown

**Arrival and setup**
**Jock Turcott University Centre has several entry points; however, we recommend that you use the door located in front of Fauteux Hall (57 Louis Pasteur Street)**

Please report to the registration table at the Jock Turcott University Centre (85 University Private) to drop off your material. If you are arriving by car, refer to the Parking and directions section below. Note that it is highly unlikely that any parking spaces will be available on campus.

A team member will accompany you to your table, where you will find a complete information package that includes the Wi-Fi password and an important survey about the career fair.

**Food**
Refreshments will be served during the event; for more information on this, please go to the Career Development Centre table.

Lunch boxes will be sent to your table between 11:30 a.m. and 12:30 p.m. During the course of the morning, the event specialist will visit your table to note your lunch box preferences.

The registration fee includes three (3) lunch vouchers, and additional lunch vouchers will not be available for purchase. However, you may purchase items, at your cost, from the food vendors located nearby on campus.

**Materiel**
You are welcome to ship your promotional materials to us prior to the career fair. However, if you choose to do so, your materials should arrive at least two business days before the event to allow sufficient time to transport your materials to the exhibit floor. Be sure to clearly mark all boxes with your organization’s name and the number of boxes being shipped. Please ship your deliveries to:

**Employment Team**
Career Development Centre
University Centre Jock Turcott, Room 312
85 University Private, Ottawa (Ontario) K1N 6N5
To ensure that your materials are shipped back to you in a timely manner, please provide a way bill and courier account number.

**Exhibit space**

Here are a few important facts to keep in mind.

*Space at this career fair is extremely limited. Keep the following dimensions in mind when planning your exhibit to avoid overlapping onto other exhibitors’ space.*

- You will be provided with:
  - One six-foot rectangular table
  - Two chairs
  - Free Wi-Fi
  - An electrical outlet

There is only room for a **maximum of 3 people** at a time, at each table. Rotating shifts work well if there are more than 3 people in a delegation. Extra chairs cannot be provided due to lack of space.

**Parking and directions**

*The University of Ottawa is an urban campus; therefore, parking is extremely limited. For this reason, we encourage you to consider other options, such as carpooling, ridesharing, taking a taxi or public transportation. This year, we are offering taxi vouchers.*

**Drop-off**

*Carpool, rideshare or taxi: ask to be dropped off at 57 Louis Pasteur Street. The Jock Turcott University Centre drop-off site is in front of the Fauteux building. The drop-off location will be identified by a large D on a blue sign. A staff member will be on hand to help you offload your materiel.*

**Personal vehicle:** report to the drop-off location to offload your material and pick up a taxi voucher. Once you’ve offloaded your material, we suggest that you park at **200 Lees** or at the **Rideau Centre** and return to the career fair by taxi using the taxi voucher provided.

**200 Lees:** This parking lot is located on a nearby uOttawa campus, not far from the main campus. You can call Blueline Taxi (613-238-1111) to ask for a taxi to pick you up in front of the 200 Lees building.

You can also take a shuttle bus that travels between 200 Lees and Lamoureux Building (145 Jean Jacques Lussier Street) on the main campus. The Lamoureux Building is a few minutes’ walk from the Jock Turcott University Centre. The shuttle picks up passengers near the 200 Lees parking lot pay station at 8:05, 8:40, 9:10, and 9:55 a.m. to travel to the main campus. The return shuttle picks up passengers in front of Lamoureux Building (near the stop sign) at 2:00, 2:40, and 3:15 p.m. For more information, be sure to check the **shuttle bus schedule**.

**Rideau Centre:**
Here are directions to travel to the Rideau Centre parking lot. Once you have parked at the Rideau Centre, you can hail a taxi in front of the Novotel Hotel (33 Nicholas Street) located near the parking garage entrance. You can also hail a taxi on Rideau Street: follow the signs to the Rideau Street exit. Please note that only Blueline company taxis (613-238-1111) will accept your taxi voucher.

**Taxi**

Your registration includes two $15 taxi vouchers.

- The event specialist will drop by during the day to confirm your departure time (3:15 p.m., 3:30 p.m., or 3:45 p.m.) and hand out vouchers. Please indicate your preferred departure time and a taxi will be sent for you (pending availability).
- If you required a taxi for a different departure time, be sure to contact Blueline Taxi (613-238-1111) as they are the only company accepting these vouchers.

**Please note that the taxi vouchers are only valid on the day of the event.**

**Contact information**

**University of Ottawa**

- Career Development Centre: 613-562-5806
- X (Employer Relations Coordinator): 613-562-5800 extension 4706
- Gina Lamontagne (Employment Event Specialist): 613-562-5800 extension 4172, 819-918-6046, glamont2@uottawa.ca

**Hotels**

Follow this link for a list of hotels

**Taxi**

Blueline Taxi: 613-238-1111

**Bus:**

Greyhound terminal: 613-238-6668

**Airport**

Ottawa International Airport General Information:

- Arrivals: 613-248-2125
- Departures: 613-248-2141

**Train**

VIA Rail Canada Train Station:

Toll free: 1-888-842-7245

**The Career Development Centre adheres to NACE Professional Standards for College and University Career Services:**
1) “Career services” operating policies and procedures must not discriminate on the basis of race, colour, religion, age, national origin, gender, sexual orientation, disability, marital status, or veteran status.

2) “Career services” must seek to identify, prevent, and/or remedy any discriminatory practices associated with the delivery of its services.

*Please note that the University of Ottawa is now a plastic-bag-free and plastic-water-bottle-free zone. Please help us maintain our sustainable environment by bringing your items in reusable bags and bottles.*