Graduating Students and Alumni Career Fair

DATE: Thursday, March 8, 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
**The best way to access the career fair site is to report to Fauteux Building at 57 Louis Pasteur. The Jock Turcott University Centre is across from the Fauteux building. **

Please report to the registration table (85 University) in order to register and drop off your materiel.

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 drop by 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, nearby food vendors have items to purchase at your own expense.

Materiel
You are welcome to ship your promotional materials to us prior to the career fair. However, if you choose to do so, ensure that your package arrives at least **two business days before the event** to allow sufficient time for us to transport your material 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
To ensure that your materials are shipped back to you in a timely manner, please provide a way bill and courier account number.

**Exhibition 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 into another exhibitor’s space.*

- You will be provided with:
  - One (1) six-foot rectangular table
  - Two (2) chairs
  - Free Wi-Fi
  - An electrical outlet

**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 the Fauteux Building at 57 Louis Pasteur Street. The Jock Turcott University Centre is across from 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 material.

**Personal vehicle:** report to the drop off location to offload your material and pick up a taxi voucher. Once you’ve offloaded your materiel 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 the main campus. The shuttle will drop you off in front of the Lamoureux building, which is also across from the 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 arrived and 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 the Blueline Taxi cabs (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, 3:30 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 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 Terminus: 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 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.