Healthcare Recruitment Reception

**DATE:** Tuesday, January 15, 2019  
**TIME:** 1:00 p.m. to 5:30 p.m.  
**LOCATION:** Roger Guindon Atrium, 451 Smyth Rd (The Ottawa Hospital Campus)

**Schedule**
- 12:30 p.m. to 1:00 p.m.  
  Arrival and setup
- 1:00 p.m. to 1:30 p.m.  
  Networking with program directors
- 1:30 p.m. to 5:30 p.m.  
  Networking with students
- 5:30 p.m. to 6 p.m.  
  Teardown

**Arrival and setup**
Upon arrival, please check in at the registration table in the Atrium. Once you have checked in, we will provide you with parking vouchers, if required, and direct you to your table.

**Food**
- **Included:** A boxed lunch, and snacks and refreshments will be available throughout the evening.  
- **Not included:** The “Go Café”, which is located on the lower level below the atrium, will be open until 7 p.m.

**Shipping**
You can ship your promotional materials to us prior to the fair, but we ask that packages arrive **two business days** before the fair to allow enough time for your materials to available on the exhibit floor. Be sure to mark clearly all boxes with the name of your organization and the number of boxes shipped. Please send packages to:

**Employment Team**  
Career Development Centre  
Room 312, Jock Turcott University Centre,  
85 University Private, Ottawa, Ontario K1N 6N5

To ensure that your shipment returns in a timely manner, please provide a waybill and courier account number.

**Your exhibition space**
For this event, it is important to keep in mind that:

*Space is very limited*
- Exhibitors will be provided with:
  - One (1) round bistro table of 75 cm (36 inches)
  - Two (2) chairs.
- There will be no electrical outlets at the table; however, there will be a charging station for electronics.
- With the exception of staff coverage for breaks, we do not recommend that your recruiting team be composed of more than two people. Extra chairs will not be provided.
- Roll-up banners will not be permitted.
- We recommend that you bring only brochures and other small promotional items that can be placed on a small table.

Parking and directions
Please review the [maps and directions](#) for the University of Ottawa campus; for the event location, be sure to click on Roger Guindon
If you are arriving by car, you must park in LOT H, located at 451 Smyth road. Do not park in the Hospital or Rehabilitation parking lots because the parking vouchers (provided at the registration table) are valid only for the University of Ottawa campus’ Parking Lot H.
You will be issued receive a white ticket when you enter the parking lot. Please keep this ticket. Once you have registered on site, we will provide you with a yellow parking voucher. At the end of the evening, when exiting the parking lot, you will be required to present both the white ticket and the yellow parking voucher.
For more details, please check the [Roger Guindon parking map](#).

Phone directory
University of Ottawa
- Career Development Centre: 613-562-5806
- Chelsea Paradis (Employer Relations Coordinator): 613-562-5800 extension 4706, Chelsea.Paradis@uottawa.ca
- Gina Lamontagne (Employment Event Specialist): 613-562-5800 extension 4172, cell: 819-918-6046, Gina.Lamontagne@uottawa.ca

Taxi
Blueline Taxi: 613-238-1111
Capital Taxi: 613-744-3333

Airport
Ottawa International Airport, General Information:
- Arrivals: 613-248-2125
- Departures: 613-248-2141

Train
VIA Rail train station:
Toll free: 1-888-842-7245
The Career Development Centre complies with 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 and plastic water bottles free. Please help us comply with this policy by bringing items in eco-friendly bags and reusable bottles.