



## The UF Career Connections Center Fall 2024

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**September 23<sup>rd</sup> – September 27<sup>th</sup>, 2024**

Thank you for registering for the Fall 2024 Career Week – Please read through this document thoroughly, as some information may have changed. We look forward to seeing you soon!  
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If you need more information, please contact us at [ccccareerfairs@ufsa.ufl.edu](mailto:ccccareerfairs@ufsa.ufl.edu) or 352-273-2331.



## Event Details

### Career Week Schedule



### Monday, September 23<sup>rd</sup> (Computer & Information Science & Engineering and AI Fair)

11:00 a.m. – 1:00 p.m.	Parking & Employer Check-In	Gate 4
11:00 a.m. – 2:00 p.m.	Lunch <b>*lunch tickets required*</b> <i>(tickets provided at event check-in)</i>	Orange & Blue Room
1:00 p.m. – 6:00 p.m.	Computer & Information Science & Engineering and Artificial Intelligence Career Fair	Stephen C. O’Connell Center

### Tuesday, September 24<sup>th</sup> (Non-Technical)

7:30 a.m. – 9:00 a.m.	Parking & Employer Check-In	Gate 4
7:30 a.m. – 9:00 a.m.	Breakfast Buffet	Orange & Blue Room
9:00 a.m. – 3:00 p.m.	Career Showcase	Stephen C. O’Connell Center
11:00 a.m. – 2:00 p.m.	Lunch <b>*lunch tickets required*</b> <i>(tickets provided at event check-in)</i>	Orange & Blue Room

### Wednesday, September 25<sup>th</sup> (Technical)

7:30 a.m. – 9:00 a.m.	Parking & Employer Check-in	Gate 4
7:30 a.m. – 9:00 a.m.	Breakfast Buffet	Orange & Blue Room
9:00 a.m. – 3:00 p.m.	Career Showcase	Stephen C. O’Connell Center
9:00 a.m. – 11:30 a.m.	Material Science Engineering & Nuclear Engineering Fair	Stephen C. O’Connell Center
11:00 a.m. – 2:00 p.m.	Lunch <b>*lunch tickets required*</b> <i>(tickets provided at event check-in)</i>	Orange & Blue Room
12:30 p.m. – 3:00 p.m.	Agricultural & Biological Engineering Fair	Stephen C. O’Connell Center

*There is no virtual option for the Fall 2024 Career Showcase.*



## Diversity Meet-Up

### Diversity Meet-Up

Tuesday, September 24<sup>th</sup>, 5pm – 7pm  
Reitz Union Grand Ballroom, 2<sup>nd</sup> Floor

Diversity Meet-Up is a networking event designed to help boost student confidence and promote your brand as you navigate recruiting season. Employers selecting this option will be able to participate in open, free-flowing networking in person with students. There will be no scheduled meetings during this event.

You will receive further details from the DMU coordinator if you are registered for this event.

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## Parking



### Parking

**Parking passes will be emailed to the representative that registered the week before Career Showcase.** Please display the provided pass clearly in your windshield. You will need to park in the areas designated by the facility staff. We recommend carpooling with colleagues if possible.

The Career Connections Center is not responsible for any parking violations that you receive while attending the event; it is your responsibility to verify valid parking areas with posted signs or an appropriate police or parking official.

## Construction Notice

**There is possible construction on campus, so please plan to give yourself some extra time to get to campus.** Please find the most up-to-date construction and road closure information here:  
<https://eventservices.ufsa.ufl.edu/campusupdates/>

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## Directions



### Directions

#### From Gainesville Regional Airport

Follow Waldo Rd. (SR-24) to University Avenue. Turn right (west) onto University Avenue and continue to Gale Lemerand Drive, about 2 miles—the O’Connell Center and football stadium are at this corner. Turn left.

#### From I-75 South



Take the third Gainesville exit, exit #387, at Newberry Road (State Road 26). Turn right (east) off the exit ramp and continue on Newberry Road, which will change into University Avenue after a couple of miles when the road forks—follow the left fork. Continue on University Avenue to Gale Lemerand Drive - the O’Connell Center and football stadium are at this corner. Turn right.

### From I-75 North

Get on I-75 South and follow to Gainesville. Take the second Gainesville exit (exit #387, Newberry Road/State Road 26). Turn right off of the exit ramp and head east. Continue east on Newberry Road, which will change to University Avenue after a couple of miles, when road forks—follow the left fork. Continue on University Avenue to Gale Lemerand Drive—the O’Connell Center and football stadium are at this corner. Turn right.

## Hotel Accommodations



### Some Hotels in the Gainesville Area

<b>Aloft Gainesville</b> 3743 Hull Rd. (352) 378-1100
<b>AC Hotel Gainesville Downtown</b> 151 NW 14 <sup>th</sup> St. (352) 792-1151
<b>Best Western Gateway Grande</b> 4200 N.W. 97 <sup>th</sup> Blvd * (352) 331-3336
<b>Comfort Inn University</b> 3440 SW 40 Blvd. (352) 264-1771
<b>Courtyard by Marriott</b> 3700 S.W. 42 <sup>nd</sup> St.* (352) 335-9100
<b>Country Inn and Suites</b> 4015 S.W 43 <sup>rd</sup> St. * (352) 375-1550
<b>Double Tree by Hilton</b> 3726 S.W. 40 <sup>th</sup> Blvd.* (352) 375-2400
<b>Drury Inn &amp; Suites</b> 4000 Southwest 40 Blvd. (352) 372-5600
<b>Fairfield Inn &amp; Suites</b> 3877 SW 37 Blvd (352) 745-7777
<b>Hampton Inn</b> 4225 S.W 40 <sup>th</sup> Blvd * (352) 371-4171
<b>Hampton Inn and Suites (Downtown)</b> 101 SE. 1 <sup>st</sup> Avenue * (352) 240-9300
<b>Hilton Garden Inn</b> 4075 S.W 33 <sup>rd</sup> Pl * (352) 338-1466
<b>Hilton, Univ. of Florida Conference Center</b> 2900 SW 34 <sup>th</sup> Street * (352) 371-3600
<b>Holiday Inn University Center</b> 1250 W University Ave * (352) 376-1661
<b>Holiday Inn Express &amp; Suites</b> 3370 SW 41 <sup>st</sup> St. (352) 378-1300
<b>Hom hotel + Suites</b> 3905 SW 43 <sup>rd</sup> St. (352) 376-0004
<b>Home 2 Suites by Hilton</b> 2115 SW 13 <sup>th</sup> St. (352) 372-1025



<b>Homewood Suites by Hilton</b> 3333 S.W 42 <sup>nd</sup> St * (352) 335-3133
<b>Hotel Indigo Gainesville – Celebration Pointe</b> 5020 SW 30 <sup>th</sup> Lane (352) 240-8900
<b>La Quinta Inn</b> 920 NW 69 Terr. (352) 332-6466
<b>Quality Inn of Gainesville</b> 2435 S.W. 13th Street * (352) 373-6500
<b>Red Roof Plus - Gainesville</b> 3500 SW 41 <sup>st</sup> St. * (352) 336-3311
<b>Reitz Union Hotel on Campus</b> J.Wayne Reitz Union * (352) 392-2151
<b>Residence Inn by Marriott</b> 3275 SW. 40 <sup>th</sup> Blvd. * (352) 264-0000
<b>Sleep Inn &amp; Suites</b> 4110 Southwest 40 Blvd. (352) 376-4145
<b>SpringHill Suites by Marriott</b> 4155 S.W 40 <sup>th</sup> Blvd * (352) 376-8873
<b>Staybridge Suites</b> 3401 Southwest 40 Blvd. (352) 378-1900
<b>SweetWater Branch Inn</b> 625 E. University Ave * (352) 373-6760
<b>TownePlace Suites by Marriot</b> 7451 W Newberry Rd. (352) 415-1111

## Shipping



### Shipping Materials to The Event

The Career Connections Center provides shipping accommodations for organizations attending our career events. **There will be a \$50 shipping fee assessed to your invoice should your organization need to ship materials.** This fee will cover the storage of your materials until the day of the event. Materials for Career Showcase can be shipped to the O’Connell Center **between September 9<sup>th</sup> and September 23<sup>rd</sup>,** 2024. Items received September 23<sup>rd</sup> or later will most likely not be immediately available at the event. To help ensure your materials are delivered and sorted correctly, please mail all items to:

**Attn: UF Career Showcase**  
**Hold for: Your Company Name – Attending Day # \_\_**  
**2132 Stadium Road**  
**Stephen C. O’Connell Center, Gate 4**  
**Gainesville, Florida 32611**

Remember to bring tracking number(s) of any shipped materials to the fair. In the case that your packages are not at your booth upon arrival, your tracking number is the only way to locate your items.



## Shipping Materials from the Event

The Career Connections Center provides limited staff to assist your organization in shipping items back to your office. **Items not labeled correctly will prevent return delivery and may be lost.** There will be pickup locations on site for FedEx and UPS only.

All packages must have prepaid, addressed labels and must be packed and sealed when dropped off. Employers are responsible for providing their own boxes or other shipping materials. Employers should have their companies' UPS or FedEx account numbers on hand if this is needed at package drop-off.

**All packages must be dropped off in the designated areas, packed, with pre-paid labels, and ready for pickup, by 4 p.m. each event day.** Employers are responsible for conveying their packages to local carrier locations if not dropped off by 4 p.m. or if packages are not ready for pickup.

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## What to Bring

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### Booth Spaces

Each booth registration includes:

- One 8-ft x 30 in Table
- Admission for up to 4 Recruiters
- Parking, Hot Breakfast & Hot Lunch for each recruiter
- Access to UF Candidate Resume Book
- Digital profile of your organization promoted to students and alumni in the event guide



### Reminders to Bring

- **Tablecloth**, A reminder they are 8-foot tables. Some fitted table clothes will not fit onto these tables. Please plan accordingly.
- If you purchased electricity access, please plan to bring a 10ft **extension cord**. The fee provides you outlet access however you will need to plan to have an extension cord to have it reach your table comfortably.
- **Shipping details**, including tracking numbers for boxes shipped to the event and labels and account details for shipping materials off-site from the event.
- **Nametag**
- **Printed Parking Pass**, provided via email the week before the event.



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## Career Week Interviews



### Career Week Interviews

On-campus interviewing kicks off with the start of Career Week. Due to the volume and interest of employers requesting interview space, **there is a fee for interviewing from September 23<sup>rd</sup> through September 27<sup>th</sup>**. You must request interview spaces for these specific dates through your Career Week registration.

If you need to add or change your interview request for these specific dates, email [CCCCareerFairs@ufsa.ufl.edu](mailto:CCCCareerFairs@ufsa.ufl.edu).

If you have already registered for the Career Week Interview space, you will receive details a week before September 23, 2024.

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## Become a Partner



The Career Connections Center's Partner Program offers an opportunity for organizations to demonstrate their commitment and financial support to the University of Florida. Partner with us to support career education while enhancing your recruitment efforts for Florida's finest. We offer a variety of Partner packages, each with a set of amenities designed to maximize your exposure and visibility at Career Showcase and throughout the year. Packages may be customized according to unique recruitment needs.

### The Partnership package levels are:

- **Bronze – \$2,000**
- **Silver – \$5,000**
- **Gold – \$7,500**
- **Platinum – \$15,000**

For information on becoming a partner of the Career Connections Center, please contact Erin Lin, Associate Director for Recruitment & Industry Engagement at [leilin@ufl.edu](mailto:leilin@ufl.edu).

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## Cancellations



### Cancellations

**Tuesday, September 3<sup>rd</sup> 11:59 pm EST is the cancellation deadline for Career Showcase including the number of representatives and on-campus interviews.** Cancellations received by September 3<sup>rd</sup> will receive a full refund and will not be charged for canceling their event registration.



All cancellations and changes **must be submitted in writing** to the Career Events staff by emailing [CCCCareerFairs@ufsa.ufl.edu](mailto:CCCCareerFairs@ufsa.ufl.edu). No cancellations will be accepted by phone or after the cancellation deadline.

## No-Shows

Registered organizations who fail to check in by 11am for Career Showcase will be considered a 'No Show' and will still be charged for the event. Outstanding bills from previous events will prevent the employer's use of other Career Connections Center services in the future.

## Refund & Appeals

Any cancellations after September 3<sup>rd</sup> will be charged in full, and no refunds will be given. Should you have extenuating circumstances you may submit a written appeal for a refund or account credit no later than two weeks after the fair.

Submit appeals to [Hire-UFGators@ufl.edu](mailto:Hire-UFGators@ufl.edu) no later than October 14<sup>th</sup>, 2024.

[Please refer to our complete cancellation policy on our website.](#)

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## Contact Us



## Registration & Career Week Interview Questions

For questions about your registration, event logistics, shipping, parking, career week interviews, and more, please email [CCCCareerFairs@ufsa.ufl.edu](mailto:CCCCareerFairs@ufsa.ufl.edu)

## Billing & Accounting

For questions about invoices, accounting, charges, and billing, please email our Accounting Team at [CCCCareerAccounting@ufsa.ufl.edu](mailto:CCCCareerAccounting@ufsa.ufl.edu).

## On-Campus Events & Interviews after September 27<sup>th</sup>

For questions about information sessions or on-campus interviewing after September 27<sup>th</sup> please contact the Industry Engagement Team at [Hire-UFGators@ufl.edu](mailto:Hire-UFGators@ufl.edu)

