

American Institute of  
Architecture Students



Student Planning  
Association



American Society of  
Landscape Architecture



Interior Design  
Student Group



Latinos in  
Architecture



Walkable  
Arlington



National Organization of Minority  
Architecture Students



United States Green Building  
Council for Students



Women in Transportation  
Seminar

Dear Firm,

On behalf of the student organizations of the College of Architecture, Planning, and Public Affairs (CAPPA) at the University of Texas at Arlington, we proudly invite you to participate in,

### CAPPA Career Fair

We encourage all firms to take this opportunity to become familiar with the educational experience we provide aspiring architects, interior designers, landscape architects, planners, and other future professionals. This is your chance to meet our undergraduates and graduates for internships and related positions at your firm. This will also give you an opportunity to showcase your firm, educate students about your work and contributions to the field.

The Career Fair is organized by the student organizations **AIAS, NOMAS, LiA, USGBCS, IDSG, SASLA, SPA, WTS, and Walkable Arlington**, and endorsed and supported by the College of Architecture, Planning, and Public Affairs.

The CAPPA Career will take place on March 8th, 2023 from 10am-4pm in the Architecture Building at the University of Texas at Arlington. 601 West Nedderman Drive, Arlington, TX

**To participate, please fill out the registration form on Market Place** found on the CAPPA website or sent by your designated representative. Please e-mail back your designated representative any questions your firm may have.

Sincerely,  
Irene Vu, Shaeeika Thapa, Danny Chinchilla  
AIAS President and Co-event Coordinators



College of Architecture, Planning  
and Public Affairs

## General Information

Check-in and setup will begin at 8:00 AM in front of Conference Room, 201. Students will arrive between 10:00 AM to 4:00PM.

The participation fee is \$500 per table and includes: one 6 foot table, one plastic table cloth, two chairs, access to extension cords for power, free Wi-fi, free parking\*, interview space, and assistance unloading and loading for the event.

We encourage the use of standing banners and any other advertisement devices, however we ask that the displays remain within your allotted area.

The participation fee for the Career Fair is \$500 and payment can be made through Marketplace. Early registration ends February 20th, 2023.

A continental breakfast and lunch buffet will be provided for two representatives per table.

*\* Parking is free with registration. All attendee vehicle information is given to the UTA Parking Department in advance notice. Please contact your representative immediately if there is a change in vehicle. All participants are responsible for any parking violations.*

## Career Fair Considerations

Student organizations prepare and host the Career Fair each year. All proceeds go to the host student organization in charge of your invitation. These funds enable students to attend conferences and other professional events.

### **Application- Marketplace**

The application can be found through your designated representative or through the CAPPA website.

### **Table Reservations**

Tables are assigned prior to the day of the event. After registering for the Career Fair you will receive a link to SignUp Genius where you can reserve your table. The table chart is enclosed in this packet on the fourth page.

### **Parking**

Any information regarding parking, arrival, etc. will be disclosed closer to the day of the Career Fair. Please email your representative for any questions or concerns.

## Payment

Payment can be made through Marketplace found on the CAPPA website or by your representative.

## **Frequently Asked Questions From Firms**

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### **1. We are unsure of whose vehicle will be driven to the event and/or who we will be sending to the Career Fair, is there a deadline to submit this information?**

If it is too early to know, please write at the bottom of the field "Currently Unsure" and your representative will contact you closer to the event for this information. You are also welcome to send this information when it is available.

### **2. How many representatives can we send to the Career Fair?**

2-4 representatives can be sent. Please let your CAPPA Career Fair representative know if you plan to bring more than 2 representatives and/or if representatives will be switching in and out during the Career Fair

### **3. How do I submit payment for the Career Fair?**

To register and make a payment, please refer to the link in "**Career Fair Considerations-Application (Marketplace)**" or the CAPPA website.

### **4. How am I able to receive a W-9 form?**

Please request a W-9 form from your Cappa representative.

### **5. Where can I unload my set-up and park the car?**

Unloading and parking instructions will be provided the week prior to the Career Fair.

### **6. Where do I go to check in?**

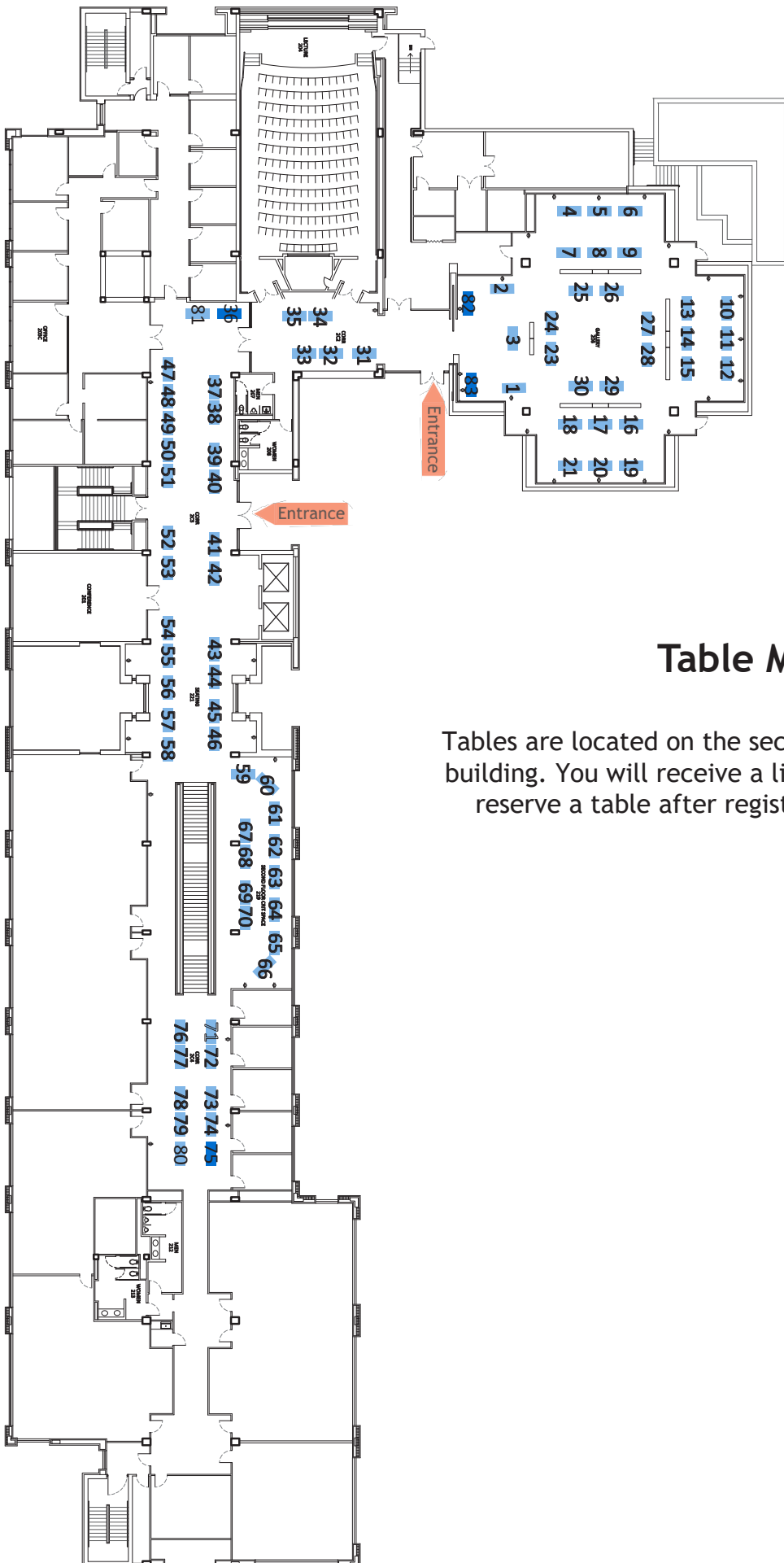
Please check in in front of Room 201 on the second floor across the elevators.

### **7. Are there any spaces for doing private interviews on March 8th?**

Yes- there will be two rooms reserved for private interviews. Please let the check- in table in front of Room 201 know if you are interested in conducting an interview at check-in time.

### **8. What happens if we need power for the table?**

We will have power cords running along the walls to reach tables that are not near an outlet. We will also have a small assortment of basic office supplies available



## Table Map

Tables are located on the second floor of the CAPPA building. You will receive a link to SignUp Genius to reserve a table after registering for the event.