



NORTH CAROLINA AGRICULTURAL AND TECHNICAL
STATE UNIVERSITY

OFFICE OF CAREER SERVICES

TO: All Healthcare Career Day Participants

FROM: Joyce P. Edwards
Executive Director of Career Services
& Experiential Learning

DATE: September 25, 2009

Thank you for accepting our invitation to participate in the Healthcare Career Day on November 5, 2009. If you are not the person attending this event, please see that he/she gets this information.

Please read carefully the following information relative to the Program.

1. **Check-in and booth setup** will take place in the Memorial Student Union Stallings Ballroom at 10:00 a.m..
2. The semi-circular drive directly in front of the Student Union has been designated for loading and unloading. Representatives are asked to move their vehicle as soon as possible.
3. **Parking** will be available in the lots directly in front of and adjacent to the Student Union and also in the Luther Lot off Bluford Street (*no parking pass needed*). **Parking in reserved spaces is prohibited. You may be towed.** A shuttle van designated "Career Fair" will transport representatives to and from their vehicle. The transport time frames are 10:00 a.m. – 12 noon and 2:30 p.m. – 4:00 p.m.
4. **Lunch** for participating representatives will be served from 11:00 a.m. – 11:45 a.m. **Break** items (light snacks) will be available from 1:45 p.m. – 2:15 p.m. (*The cost for lunch and break is included in the registration fee.*)
5. **Student visitation** will begin at 12 noon and end promptly at 3:00 p.m.
6. **Late Fees:** A \$25 late fee will apply to ALL registrations not paid October 23, 2009. Late Registration fees paid on arrival **MUST BE MADE VIA CHECK OR CREDIT CARD** (Visa, Mastercard, or American Express). Keep in mind that non-payment by the due day may forfeit your space.
7. **Cancellations:** All cancellations must be in writing and reach the Office of Career Services by close of business on Monday, October 26, 2009, in order to receive a refund and not be held liable for the registration fee.

If you any have questions please contact Cynthia Downing at (336) 334-7755.

We look forward to seeing you on November 5, 2009.