Company Days allow organizations the opportunity to engage with students and enhance visibility and increase brand awareness. Since this event is free of charge, support for transportation/parking, shipping packages, and lunch/refreshments will not be provided.

Thank you for your continued support for the College of Engineering at the University of Michigan! Please review the following items, preparation tips, and instructions for Company Day events.

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Contact eng-careerfair@umich.edu with any questions. Please let us know how we can ensure that our events are inclusive to you. Email eng-careerfair@umich.edu to let us know what accommodations or access needs we can help facilitate at least one week prior to the event.

**Diversity Statement**

Diversity broadens our perspectives and paves the way for innovation. Our community includes people from different races and ethnicities, genders and gender identities, sexual orientations, ages and socio-economic backgrounds. We speak different languages, come from different cultures and countries, and practice different religions. We have different abilities and disabilities, different political perspectives, and different life experiences.

We’re committed to ensuring all members of our community have the opportunity to participate fully without worrying about facing bias, harassment, or discrimination. As you engage with candidates, we ask that you join us by creating welcoming environments during your interactions. To learn more about overcoming bias to ensure positive engagement within our community, we encourage you to watch this video: [http://bit.ly/umcoebiastraining](http://bit.ly/umcoebiastraining)
Registration

Register for this event in Engineering Careers, by 12twenty

NOTE: Registration will close for each Company Day according to this page. Companies must submit a new request for each day of interest.

- Select ‘Events’, from the left side menu
- Then, select ‘Company Day on DATE’
- Next, select ‘Register’ in the top right corner to complete the registration form
- Once you have completed all fields within registration, be sure to confirm and submit your registration on the final screen.

You will receive a confirmation of your event attendance within two business days from eng-careerfair@umich.edu, please email this address if you do not receive a confirmation email.

Please Note: If you do not already have an account, please first submit an account request here. Once you receive a confirmation email that your account has been created, you may then register for the fair.

What to Bring / Company Branding

Each company will have one 6 ft. table and two chairs available for this event. Please note, access to power is not guaranteed. To help with your branding, we recommend bringing the following materials with you: Company Tablecloth, Tableside displays, Swag.

Job Postings

- Post your engineering related positions in the College of Engineering's recruiting system, Engineering Careers, by 12twenty.
- You may use this system to connect with engineering, computer science and data science students/alumni for your full-time, cooperative education, internship, or part-time engineering related positions.

Company Presentations

Within the College of Engineering, technical talks and information sessions are hosted by our engineering student organizations. Student organizations can also be a valuable resource for advertising job opportunities and developing your campus brand. A list of student organizations that have expressed interest in partnering with industry to arrange on-campus events is available at https://career.engin.umich.edu/studentorganizations/.

If you are interested in hosting an info session (virtual or in-person), we recommend you connect with a Student Organization for high visibility.
Parking and Check-In

As on many large campuses, parking is challenging and extremely limited. We strongly suggest the use of carpooling, airport/hotel shuttle and/or ride services to avoid parking challenges. The following suggestions are provided to make your visit to the University of Michigan as easy and pleasant as possible.

Visitor Parking

- Visitor parking areas are highlighted in red on the map on the next page and will have a designated number for the parking space.
- Parking spots without designated numbers within the lots represent permit parking. In these areas, display of the corresponding color-coded permit is required during enforcement hours.
- Payment of an hourly parking fee for the numbered parking space is required upon arrival during enforcement hours, which are posted at lot entrances. Fees may be paid by coin or credit card (Visa, Mastercard, American Express, or Discover).
- Failure to follow University parking policies can result in citations. The ECRC is not responsible for any parking citations, and we cannot provide assistance with resolving tickets.
- Parking spaces for persons with disabilities are available, please contact the ECRC at least one week in advance for details.

Directions from parking lots to the ECRC

Parking Option 1 (Walgreen Lot): NC27 Parking Lot
Directions from the Walgreen Parking Lot to the ECRC: To reach our office in the Chrysler Center, walk through the Walgreen Drama Center and exit through the main doors on the south side of the building. Enter through the west side doors of Pierpont Commons and continue walking straight ahead through the first set of double doors. Once you pass through the first set of double doors, turn right when you reach the second hallway on the right and continue through another set of double doors. Continue straight ahead to reach the ECRC.

Parking Option 2 (Art & Architecture Lot): NC43 Parking Lot
Directions from the Art & Architecture Parking Lot to the ECRC: To reach our office in the Chrysler Center, walk north through the Art & Architecture building. Stay on the first level of the building, continue straight along the main corridor and exit at the opposite end of the building. You will exit onto Bonisteel Boulevard. Cross Bonisteel Boulevard and enter the Chrysler Center (Chrysler Center is connected to the east end of Pierpont Commons, and Pierpont Commons is located on the corner of Bonisteel and Murfin directly across from Art & Architecture). Once in the building take one short flight upstairs. The ECRC is in Suite 230.

Employer Check-In

Employer representatives should report to the ECRC Office in 230 Chrysler Center to check in. Employer check-in begins at 10:00 am and ends at 12:00 pm.

The ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.
North Campus Visitor Parking Map

Additional Maps can be found at [https://ltp.umich.edu/maps/](https://ltp.umich.edu/maps/)

The ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.
Day of the Event

EMPLOYER CHECK IN:
Employer representatives should report to the ECRC Office in 230 Chrysler Center to check in. Employer check-in begins at 10:00 am and ends at 12:00 pm.

WIFI:
Connect to the MGuest Wifi Network. Open a web browser, the MGuest welcome page will appear. Select ‘Agree & Connect’ to gain network access.

HAVE A QUESTION?
Please visit the ECRC Office in 230 Chrysler Center or email eng-careerfair@umich.edu.

CANCELLATION POLICY:
Cancellations must be submitted in writing to eng-careerfair@umich.edu by the deadline outlined at https://career.engin.umich.edu/career-fairs-employers. Cancellations will be confirmed via email from eng-careerfair@umich.edu.

ADDITIONAL POLICIES FOR IN PERSON EVENTS

FOOD POLICY:
Serving food during a Company Day event is not required or expected, however per University policy, advance approval is required to serve food served on campus. Companies interested in serving food must notify the ECRC at least two weeks prior to the event date of the exact items to be served, the timeline for serving food, and the vendor providing the food.

SHIPPING POLICY:
Companies interested in shipping items in advance of a Company Day event must first email eng-careerfair@umich.edu with the number of packages to ship and the approximate dimensions of each package for approval. Packages not approved in advance may not be accepted.

Once the shipping request is approved by the ECRC, shipment of any packages for a Company Day event can be sent to the ECRC, you will be provided with shipping details including a shipping address.