National Laboratories and Research Institutions Career Day
Employer Guide
Thursday, February 8th, 2024
*Check back for updates; last updated 10/26/23

The Engineering Career Resource Center is excited to host the 2024 National Laboratories and Research Institutions Career Day! 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 the event on Thursday, February 8th.

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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)
## Event Schedule

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| 12:00 PM - 1:00 PM| Employer Panel in Pierpont Commons  
*Lunch will be included for student attendees*  |
| 1:15 PM - 3:00 PM | Career Day Event in Duderstadt Connector Hallway  
*Networking with students*  |
| 3:00 PM - 4:00 PM  | Event Tear Down & Shuttle to Parking                                |

## Registration

Register for this event in [Engineering Careers, by 12twenty](#).

**NOTE:** Registration closes at 5 PM ET on January 24th, or once capacity is reached.

- Select ‘Events’, from the left side menu
- Then, select ‘National Laboratories and Research Institutions Career Day’
- 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/](https://career.engin.umich.edu/studentorganizations/).
Shipping Packages

If you choose to ship packages, Dropoff, Inc. will receive, store, and deliver packages to campus and will pick up / ship out your packages at the end of the event. Dropoff, Inc. works with all delivery service companies. Contact the ECRC at eng-careerfair@umich.edu or (734) 647-7160 with any questions.

**Pre-Event Instructions:**
Dropoff, Inc. will receive and store packages for the National Laboratories and Research Institutions Career Day at their location. Packages will be delivered directly to your career fair table the morning of the event.

**Please note:**
- All packages must be clearly marked with your Company Name (matching your Event Registration) & “U-M Research Careers Event”
- Packages should arrive to Dropoff, Inc. facility 3-12 days before the event. If packages arrive less 3 days before the fair, we cannot guarantee delivery by the start of the fair
- You must include return shipping label(s) and package return instructions for your attending recruiters

Dropoff, Inc.
Attn: U-M Research Careers Event - Your Company Name (matching your Career Fair Registration)
29120 Airport Drive
Romulus, MI 48174

**Post-Event Instructions:**
Dropoff, Inc. will pick up your package at the end of the fair in the Employer Lounge and ship it using your UPS, FedEx or other delivery service account. Please note that the cost of utilizing Dropoff, Inc. service was included in your career fair registration fee. Normal shipping charges will still be billed to your UPS/FedEx/etc. account.

**Please note:**
- If you choose to have your packages shipped out at the end of the event, recruiters must take prepared packages to the Employer Lounge no later than 3:30 pm
- All packages must be taped, packed and labeled by company representatives
- Packages require a UPS/FedEx/etc. label taped to the top of the box containing shipping address information and your delivery service account information
- Packages collected by Dropoff, Inc. after the fair will be shipped the following business day

*Packages will not be accepted at any University of Michigan location including the ECRC, Duderstadt Center, Chrysler Center, Pierpont Commons or the Beyster Building.*
Parking, Shuttle, Curbside, 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. Parking is available to companies in parking structure NC100.

You must arrive at the NC100 parking structure between 9:00 am and 11:00 am to receive a parking pass from a parking attendant. If you arrive outside of these hours, please see “Other Parking Options” below.

Shuttle Service
Once parked, proceed to the Shuttle Pick up sign near the entrance to the parking structure. Shuttle service will run between parking structure NC100 and Pierpont Commons at 9 am, 9:30 am, 10 am, 10:30 am & 11:00 am. If you need shuttle service between 11:00 am and 3:30 pm, please speak to a staff member in the ECRC Office - 230 Chrysler Center, or call 734-647-7160. At the end of the event Shuttle service will run between Pierpont Commons and NC100 and at 3:00 pm, 3:30 pm & 4:00 pm. If you will be on campus after the shuttles stop at 4:00 pm, we recommend moving your car closer to your event before the shuttles end for the night.

Curbside Package Service (see directions on next page)
Package drop-off/pick-up service is available at the Pierpont Commons circle drive. Curbside attendants are available to assist you in transporting your materials from your car to your booth location from 9:00 am until 11:00 am and again from 3:00 pm to 4:00 pm. Do not leave your car unattended. Please wait in or by your car and flag an attendant to assist you so you do not receive a ticket for leaving your vehicle unattended.

Employer Check-In
Employer representatives should report to the check-in table located in Pierpont Commons just inside the doors near the circle drive from 9:00 am to 11:00 am.

Other Parking Options
Other options for parking include any of the U-M visitor parking lots with meters colored in red on the map located on the last page of this document. You will be responsible for payment of an hourly parking fee. Check the lot entrance for payment information. Additional U-M visitor parking locations found at ltp.umich.edu/maps. Please note shuttle service is not available at these lots.

The ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.
Directions to Employer Parking & Curbside Service

Directions to North Campus from US 23
From US 23, take Exit 41-Plymouth Road. Northbound travelers turn left onto Plymouth Road. Southbound travelers turn right onto Plymouth Road. Continue with your choice below:

Directions directly to Employer Parking Structure NC100 (no packages to drop off)
Follow Plymouth Road West to Huron Parkway. Turn left on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 9:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to Curbside Package Service
Follow Plymouth Road West to Murfin Avenue. Turn left on Murfin. Go straight at the first stop sign and down the hill. The Pierpont Commons circle drive will be on your left (at approximately 1290 Murfin Ave, Ann Arbor). Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 9:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to North Campus from Downtown Ann Arbor/Central Campus
From downtown Ann Arbor and Central Campus, head north on State Street, turn right on Fuller. Turn left onto Glen Avenue which turns back into Fuller. Turn left on Bonisteel Boulevard, then left on Murfin.

Directions directly to Employer Parking Structure NC100 (no packages to drop off)
Follow Murfin to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 9:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to Curbside Package Service
Immediately after you turn on Murfin; the Pierpont Commons circle drive will be on your right (at approximately 1290 Murfin Ave, Ann Arbor). Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 9:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

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**SHIPPING:**
The research event is scheduled from 12:00 pm - 3:00 pm, with an employer lunch from 11:00 am - 12:00 pm. *Dropoff, Inc.* will pick up your package at the end of the fair in the Employer Lounge and ship it using your UPS, FedEx or other delivery service account. If you choose to have your packages shipped out at the end of the event, you must take prepared packages to the Employer Lounge, located at 1180 DUDE, no later than 3:30 pm. Packages collected by *Dropoff, Inc.* after the fair will be shipped the following business day. Please see the Shipping Information on page 3 for more details.

**SHUTTLE TO PARKING LOT:**
If you need shuttle assistance during the fair, please visit the ECRC office in 230 Chrysler Center. The shuttle from Pierpont back to the parking lot will pick up at 3:00 pm, 3:30 pm & 4:00 pm. If you will be on campus after the shuttle stops at 4:30 pm we recommend moving your car closer to the event before the shuttles end for the night.

**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.