Dear Employer,

Welcome to the 2019 MIT Fall Career Fair, the largest and only MIT-wide career fair in the Fall semester. Open to all disciplines, the fair attracts over 400 companies and 5,000 students every year, making it one of the largest student run career fairs in the nation.

The MIT Fall Career Fair serves to connect students with employers. It provides students with opportunities for their future careers, and gives employers access to one of the highest caliber talent pools in the world.

Made up of over 4,500 undergraduate and 7,000 graduate students from more than 50 different major degree programs, the MIT community celebrates and values diverse backgrounds, identities, and perspectives. It’s a community of creative problem solvers, critical thinkers, and collaborative team players and leaders.

Here, you will find some of the smartest and most talented people in the world.

We look forward to seeing you at the fair.

Sincerely,

Federico Bescotti
Chair, MIT Fall Career Fair Committee
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IMPORTANT INFORMATION

The following document outlines details of the 2019 MIT Fall Career Fair. Please read this document in its entirety, and direct any questions to the appropriate contacts listed below.

This year the MIT Fall Career Fair will be held on Friday, September 20th, 2019. Companies will be able to host more personalized events during the week leading up to the fair, September 16th-19th, and interviews the day after the fair, September 21st, 2019.

The fair is open to companies from all industries and disciplines. Should a company need a financial accommodation in order to attend as a Copper Sponsor, we would be happy to assist. Please see the Financial Assistance section for more information.

In an effort to make the fair more inclusive, this year we have created a special initiative to support MIT first year undergraduate students as they transition into the world of careers and competitive job markets. Please see the First Year Friendly section for more information.

The MIT Fall Career Fair is organized in accordance with federal, industry, and MIT guidelines. As a result, employers are expected to follow the Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (NACE) Principles for Employment Professionals, and the MIT CAPD Recruiting Guidelines.

We thank you for your interest in attending the 2019 MIT Fall Career Fair and look forward to working with you.

Warmest Regards,
The MIT Fall Career Fair Committee
2019 MIT Fall Career Fair
Sponsorship Tiers Packet

IMPORTANT INFORMATION

CONTACTS
Please direct any questions to the following emails. Emails will be returned within two business days.

GENERAL QUESTIONS
cf-directors@mit.edu

BOOTH SIZE AND LOCATION, A/V EQUIPMENT
cf-logistics-day@mit.edu

COFFEE CHATS, INFORMATION SESSIONS
cf-logistics-week@mit.edu

INTERVIEW SPACE, INTERVIEW DAY
cf-interview-logistics@mit.edu

TIERS, FINANCIAL ASSISTANCE
cf-employers@mit.edu

PAYMENT INFORMATION
cf-treasurer@mit.edu
THE APPLICATION PROCESS

The application for the MIT 2019 Fall Career Fair will open at 12:00pm EST on June 11, 2019 and will close on August 2, 2019 at 12:00pm EST.

Please see the application at: career-fair.mit.edu

Once the platform is live, follow the instructions listed below:

1. Starting at 12:00pm EST, employers will be able to create an account and input their basic company information. **NOTE:** The registration process requires that your pop-up blocker be disabled.

2. Companies wishing to participate will need to create accounts and submit applications first, followed by a vetting process. Estimated time frame to approve the applications is five business days.

3. Once approved, employers will receive an email notifying them that they may return to the website to select a sponsorship tier. **NOTE:** All sponsorship package dues must be paid in advance in order for the company to be fully registered and able to attend the MIT Fall Career Fair. The deadline to submit payment for sponsorship is August 2, 2019 at 12:00pm EST.

4. Once a sponsorship tier has been selected, employers will receive a confirmation email with more detailed logistics information on the fair.
## SPONSORSHIP

### SPONSORSHIP TIERS

<table>
<thead>
<tr>
<th></th>
<th>PLATINUM¹</th>
<th>GOLD</th>
<th>SILVER</th>
<th>BRONZE</th>
<th>COPPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booths²</td>
<td>Custom</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Company Reps³</td>
<td>12</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Company Event⁴</td>
<td>Custom</td>
<td>Catered info Session OR Coffee Chat</td>
<td>Coffee Chat</td>
<td>Coffee Chat available on first-come,-first serve basis</td>
<td>Not available</td>
</tr>
<tr>
<td>Interview Space⁵</td>
<td>3 rooms</td>
<td>3 booths</td>
<td>1 booth</td>
<td>Add-on</td>
<td>Add-on</td>
</tr>
<tr>
<td>Booklet Publicity</td>
<td>Full-page ad, large logo on inside and back cover, company description</td>
<td>Full-page ad, logo on inside and back cover, company description</td>
<td>½-page ad, name on inside and back cover, company description</td>
<td>¼-page ad, name on inside and back cover, company description</td>
<td>Company Description</td>
</tr>
<tr>
<td>TV-Screen</td>
<td>1</td>
<td>1</td>
<td>Add-on</td>
<td>Add-on</td>
<td>Add-on</td>
</tr>
<tr>
<td>Package Handling⁷</td>
<td>8 packages</td>
<td>4 packages</td>
<td>2 packages</td>
<td>2 packages</td>
<td>2 packages</td>
</tr>
<tr>
<td>Booth Location</td>
<td>Preferential Location</td>
<td>Booth locations will be used to optimize the student and employer experience, with priority given to the higher tiers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>$18,000.00</td>
<td>$9,000.00</td>
<td>$5,000.00</td>
<td>$3,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
2019 MIT Fall Career Fair
Sponsorship Tiers Packet

SPONSORSHIP

ADD-ON ITEMS

We offer add-on items so companies can further customize their sponsorship packages as they see fit. These items are available for all sponsorship tiers, unless otherwise stated, and can be purchased on our website under Services > View/Upgrade Services > Additional Services. The prices are in addition to the cost of the sponsorship package. The deadline to request and pay for add-on items is August 23, 2019.

Additional Booth$1000
Additional Representative$500
Interview Space$150
TV Screen$275
Additional Career Fair Package (<50 lbs)$40
Additional Career Fair Package (>50 lbs, <100 lbs)$60
Additional Career Fair Package (>100 lbs)$60 per 100 lbs, rounded up to the next 100 lbs

SPONSORSHIP TIERS NOTES

1. PLATINUM SPONSORSHIP
   If you are applying for Platinum sponsorship, once your application is submitted and approved please reach out to cf-employers@mit.edu for a special access code.

   On the package selection page, enter this code in the popup that appears when you select the platinum package in order to access your portal. This tier is capped at 5 sponsors.

2. BOOTHS
   Sponsors can purchase up to one extra booth on a first-come, first-served basis. Each additional booth purchased grants sponsors the ability to bring three more representatives without purchasing the 'Representative Add-on' item.

3. COMPANY REPRESENTATIVES
   Sponsors pay extra to bring additional representatives. Sponsors are authorized to bring a maximum of 5 representatives for each booth allotted under the respective sponsorship tiers.
SPONSORSHIP

4. COMPANY EVENTS
Information sessions are individual company events where employers will be able to talk and present to a larger group of students in a private room. Coffee chats are smaller, more informal talks between students and employers, which allows students to ask individualized questions. Coffee chats are held in a drop-in manner.

Platinum, Gold, and Silver sponsors are guaranteed company events. There is limited availability for Bronze sponsors, who can express interest in a company event at the time of registration, and will be allocated a company event on a first-come, first-served basis.

5. INTERVIEW SPACE
The Fall Career Fair provides space for employers to conduct interviews the day after the fair, September 21, 2019.

Interview rooms are private rooms located in the MIT Career Advising & Professional Development (CAPD), E17-294, 40 Ames St.. Interview booths are curtained spaces at the Johnson Ice Rink and Johnson Track, the same venue where the fair is held. All interview spaces include access to power outlets. Platinum sponsorship includes 3 interview rooms, gold sponsorship includes 3 interview booths, and silver sponsorship includes 1 booth. All sponsors can purchase additional interview space for $150, pending availability.

6. TV SCREEN
TV screens are available for career fair booths for Platinum and Gold sponsors free of charge. All other sponsors may purchase the add-on to have a TV screen at their booth, available on a first-come, first-served basis. For all other A/V requests, please contact us at cf-logistics-day@mit.edu.

NOTE: Power outlets will be provided at the career fair and projectors, cabling, and dongles will be provided at company events free of charge.

7. PACKAGE HANDLING
Package delivery directly to booths is available on the day of the Fall Career Fair. Platinum sponsorship includes the booth delivery of 8 packages weighing up to 50 lbs, Gold sponsorship includes 4 packages, and Silver, Bronze, and Copper sponsorship include 2 packages. Companies wishing to send additional packages or packages weighing more than 50 lbs to their booths may purchase this service as an add-on item. Companies are responsible for shipping costs.
SPECIAL INITIATIVE:
FIRST YEAR FRIENDLY

In an effort to make the fair more inclusive, we have created this initiative to support MIT first year undergraduate students as they transition into the world of careers and competitive job markets.

Companies that are actively interested in recruiting students who are in their first year at MIT as of the 2019-2020 academic year for internships and related opportunities will be highlighted via the “First Year Friendly” designation. “First Year Friendly” employers will have a logo placed at their booths on the day of the fair (actual mechanism is yet to be determined) that will be made to be visible to attending students.

To receive the “First Year Friendly” designation, employers must indicate during registration that first year students of the 2019-2020 academic year are eligible for internships and related opportunities within their organization and that they are actively interested in recruiting first year students for summer 2020 opportunities.
FINANCIAL ASSISTANCE

Should your company be in need of a financial accommodation in order to attend the fair as a Copper sponsor, we would be happy to try to assist you. We have limited funding available to subsidize companies’ participation, and thus we operate this program on a first-come, first-served basis.

The application process will require a detailed recruitment budget breakdown and description of financial need. You will also be asked to provide information about the opportunities students will have at your company.

To apply for financial assistance, please select the Copper tier during employer registration. After selecting the Copper tier, you will receive an email with a link to the financial assistance application.

This application will also be available on the Resources > Financial Assistance tab on the Fall Career Fair website. Applications will be reviewed on a rolling basis. Applicants will be accepted, waitlisted, or declined every two weeks.

Companies that are denied the reduced rate are still welcome to purchase a sponsorship tier and attend the fair. More information on financial assistance can be found in the “Resources” tab.

Please contact the Employer Relations Subcommittee at cf-employers@mit.edu if you have any questions or concerns.