

THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CAREER XPO 2023 EMPLOYER INFORMATION

The I Hotel and Conference Center

March 2-3, 2023

We recommend that you read the following information carefully, print copies for your own use and the use of your recruiters who will be attending the fair, and provide the website address of the School of Architecture Career XPO to those recruiters for their reference: www.arch.illinois.edu/degrees/career-xpo.

IMPORTANT DATES

January 31, 2023	Last day to reserve room at I Hotel at the block-room rate
February 1	Last day to cancel registration with refund; last day to receive discounted fee
February 17	Last day to submit information for our Employer Guide (given to students at XPO)
February 27-March 1	Any shipments must arrive at the I Hotel & Conference Center during this period <i>NO EARLIER AND NO LATER</i> (see Shipping Guidelines below)
March 2-3	CAREER XPO 2023!

CAREER XPO SCHEDULE – tentative

Thursday, March 2

8:00 AM	Recruiter check in and set-up (Conference Center lobby) <i>Continental breakfast is available for all registered recruiters at this time.</i>
9:00 AM – 4:30 PM	CAREER XPO 2023 – Heritage Hall
12:00 PM	<i>Box lunches available for all registered recruiters at this time.</i>
4:30 PM – 6:00 PM	Career XPO Social for all recruiters, students and faculty - Lobby

Friday, March 3

8:00 AM	Recruiters set-up – Heritage Hall <i>Continental breakfast is available for all registered recruiters at this time.</i>
9:00 AM–12:00 PM	CAREER XPO 2023 – Heritage Hall
12:00 PM	Career XPO exhibit halls close – Recruiters, please take down displays, hand in surveys, and check-out

EXHIBIT SPACE INFORMATION

- Your firm will have a 6' x 3' table available for your display. We will make every attempt to honor your pin-up and electrical requests.
- If you plan to bring a large display – larger than a 6' x 3' space would allow – please let us know.
- Pin-up is limited so you may want to consider bringing alternatives such as tri-pods.
- On Thursday the XPO Hall will open at 9:00 am and close at 4:30 p.m.
- On Friday, the XPO Hall will open at 9:00 am and close at 12:00 p.m.
- You should NOT leave valuables unattended at your booth or in the building.

EQUIPMENT PROVIDED

- Each company receives the following: One 6'x3' table and 2 chairs per table, plus an electrical outlet at each table.
- Wireless Internet is provided at the I Hotel and Conference Center.

INTERVIEW SPACE INFORMATION

- In addition to your Exhibit Space, there are ample spaces available throughout the Conference Center for you to arrange personal interviews. A separate lounge area is also provided for recruiters.

CANCELLATIONS

- Please be aware that the latest possible date to notify us of a cancellation and receive a full refund is February 1, 2023. If we are notified after this date, payment will not be refunded.

HOTEL INFORMATION

I Hotel & Conference Center **1900 South First Street, Champaign, IL 61820** **(217) 819-5000**

There are three ways to reserve your room at the I Hotel:

1. Book your reservation online at: <https://book.rguest.com/wbe/group/1907/stayatthei/auth>
2. Call the I Hotel directly at 217-819-5000 and mention the Architecture Career XPO block of rooms
3. Reserve online at www.stayatthei.com and enter the block code (XPO2023) and password (AI4@u)

(Room cancellations must be made 24 hours prior to the arrival date by 4 pm to avoid incurring a cancellation fee of one night's stay. The group rate with this reserved block of rooms is available to XPO participants until January 31, 2023 – so make your reservations early!)

Hawthorn Suites **101 Trade Center Drive, Champaign, IL 61820** **(217) 398-3400**

Hilton Garden Inn **1501 S. Neil Street, Champaign, IL 61820** **(217) 352-9970**

TRAVEL INFORMATION

FLYING Local Airport is Willard Airport (CMI). It is approximately a 10-15 minute drive to the I Hotel or your hotel.
Shuttle service is available from your hotel. Please phone the hotel directly ahead of time to reserve your seat.

DRIVING If driving to Champaign-Urbana, find directions at: <http://www.illinois.edu/find/directions.html>.
A map and legend of the UIUC campus may be found at www.illinois.edu.

PARKING Parking is available at the I Hotel and Conference Center.
The School of Architecture and Career XPO are not responsible for tickets or towed vehicles.

SHIPPING GUIDELINES

- In the event you choose to ship your display materials, please use the following address. We ask that you please arrange for shipping to arrive no earlier than Monday, February 27, 2023.
- Please clearly mark in bold red type all items with your company name, the date(s) you will be attending, and 'CAREER XPO 2023'
- All items should be addressed as follows (for example):

School of Architecture
Career XPO 2023
<Your Firm Name>
<Date(s) you are attending>
I Hotel and Conference Center
1900 South First St.
Champaign, IL 61820-7450

(for multiple shipped pieces, number appropriately, i.e. 'FIRM NAME, 1 of 3', '2 of 3', etc.)

- All inquiries regarding shipments should be made through your carrier service. The Hotel cannot verify shipments.
- **For return shipments:** please pack all items securely and label clearly with the carrier's shipping bill. Be sure to include your company's account number, and attach your prepaid return shipping form.