



## **STHM 2023 Career Fair Information Packet Confirmation Information**

[Employer Name]

[Employer Company]

**Date:** Wednesday November 1<sup>st</sup>, 2023

**Time:** 11am-2pm

**Location:** The Howard Gittis Student Center-South, 1755 N 13th St,  
Philadelphia, PA

**Symplicity Registration, Guide and Info**

## Registration

When registering, you selected that you are requesting the following:

- Parking (SPECIFY NUMBER OF SPOTS – *1 spot unless they asked for more*)
- Outlets (reminder to please bring an extension cord/power cord)
- Tablecloth

\*Currently, we are still able to accommodate adding power, parking, and linens. Our quantities for these items are limited so if you need to modify any of these requests, please let me know as well as update it on Symplicity by 10/27.

## Guide and Info

Our primary technological platform for the event is Symplicity. You can access the Symplicity [Help Center](#) for guidance on navigating the platform and finding additional resources on their website. If you have any additional inquiries regarding Symplicity, please feel free to reach out to us.

## Travelling & Parking

### Entrance for the Event

The Career Fair will take place at The Howard Gittis Student Center-South, 1755 N 13<sup>th</sup> Street, Philadelphia, PA. Please note that the entrance to Student Center South is in the middle of 13<sup>th</sup> Street between Cecil B. Moore and Montgomery Ave and not the main entrance on the corner. If you wish to unload any materials, a 15-minute unloading period will be available

outside of the Main Entrance of the Student Center on the corner of 13<sup>th</sup> Street and Montgomery Ave. You will be able to begin unloading at 9:30am on Wednesday. There will be a greeter outside with a red clip board if you need any assistance. Please note that 13<sup>th</sup> is a one-way street and is accessed the easiest from Cecil turning left onto 13<sup>th</sup> street. Here is the photo of the Student Center South Entrance:



## **Parking**

For the event there will be parking at the Liacouras Garage located on 15<sup>th</sup> street at 1710 N 15th St, Philadelphia, PA 19122. If you indicated through Symplicity that you needed parking accommodations, the complimentary QR code for a parking spot will be attached below. If you need additional parking spots, please feel free to reach out to us! We will accommodate your parking needs to the best of our ability.

## Parking QR Code



Gate Access Only

Scan QR code under **RED** light for **entry** and **exit**

**Expires:** 11/1/2023 11:59:59PM

\*After the Public Transportation section there is a map on how to get from the Liacouras parking garage as well as public transport to the Howard Gittis Student Center South entrance. If you need further assistance, please refer to this [map](#). Your Industry Relations Service representative will also gladly answer any questions on how to get to the event venue.

## Public Transportation

If you plan on taking public transportation, Temple University is a stop on many local public transportation routes:

- Broad Street Line: All local Broad Street subway trains stop at Cecil B. Moore Station (Broad and Cecil B. Moore Avenue).
- SEPTA Regional Rail Lines. All lines stop at Temple University Station, located at 10th and Berks streets
- There are several bus stations located on Temple's campus, however, it does not stop at designated bus stops, so when you need to get off, just pull the cord that lines the windows, and the bus will pull over at the next stop. Routes and scheduling information can be found [here](#).
- For additional information on getting to Temple's campus, and navigating through Philadelphia, here is a guide: [Temple University's Travel Survival Guide](#).

\*We would also like to note that there is a possibility SEPTA could be on strike the day of the event. If this happens only regional rail will be functioning as normal. We encourage the use of [SEPTA's website](#) in order to stay up to date on the strike. If transportation becomes an issue, please feel free to reach out to your Industry Relations representative and we can gladly assist in creating a plan on how to get your company to the Career fair.

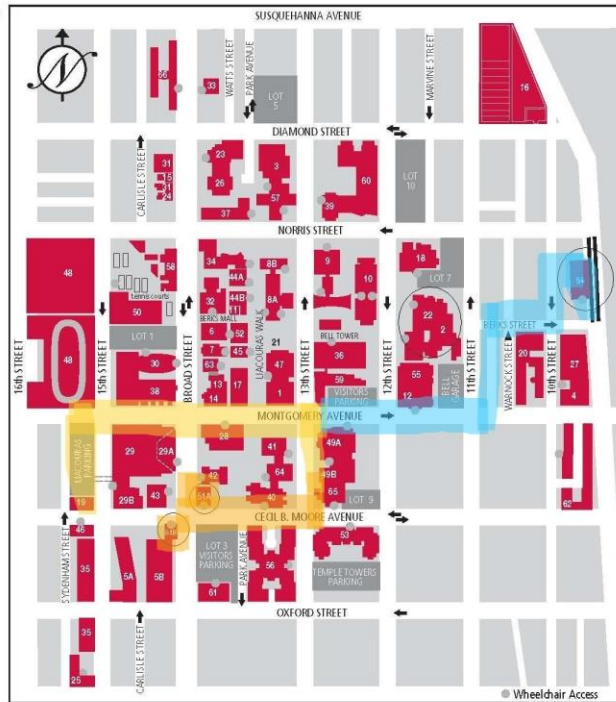
**Campus Map-** A route from Liacouras Garage is highlighted in yellow, a route from the SEPTA Subway Station is highlighted in orange, and a route from the Regional Rail Temple Station is highlighted in blue.

# Main Campus

TEMPLE UNIVERSITY

## Buildings and Departments

1. Alter Hall (under construction)  
(The Fox School of Business)
2. Anderson Hall (AB, AC, AL)
3. Annenberg Hall (AH)
4. Atlantic Terminal  
(privately developed housing)
5. Avenue North Complex  
5A. Privately developed student housing  
5B. Shops
6. Baptist Temple
7. Barrack Hall
8. Barton Hall (Physical Science)  
8A. South  
8B. North
9. Beury Hall (BE)
10. Biology-Life Sciences Building (BL)
11. Campus Police Sub-Station
12. Campus Safety Services
13. Carnell Hall
14. Corwell Hall (CW)
15. Corwell House
16. Edberg-Olson Football Practice Facility
17. 1810 Liacouras Walk (student services)
18. Engineering and Architecture (EA)
19. Entertainment and Community Education Center and retail shops (WRIT)
20. Facilities Management Office
21. Founder's Garden
22. Gladfelter Hall (GH)
23. Hardwick Hall (student housing)
24. Hillel Foundation
25. Elmira Jeffries (student housing)
26. Johnson Hall (student housing)
27. Kardon Building (privately developed housing)
28. Klein Law Building (James E. Beasley School of Law)
29. The Liacouras Center  
30A. Esther Boyer Theater  
30B. Independence Blue Cross Recreation Center
30. McGonigle Hall (MG)
31. Messiah College
32. Mitten Hall (Diamond Club)
33. Newman Center
34. "1940" (student housing)
35. Oxford Village (privately developed housing)
36. Paley Library (PL)
37. Peabody Hall (student housing)
38. Pearson Hall (PH)



39. Presser Hall (PR)
40. Ritter Hall Annex (RA)/  
Kiya Auditorium
41. Ritter Hall (RH)
42. Rock Hall (RC)
43. 1700 N. Broad Street
44. The Shops on Liacouras Walk  
44A. and 44B.
45. Shusterman Hall
46. Small Business Development Center  
(1510 Cecil B. Moore Ave.)
47. Speakman Hall (SP)  
(The Fox School of Business)
48. Sports and Recreation Fields
49. Student Center Complex  
49A. Howard Gittis Student Center/Bookstore  
49B. Student Center (south)
50. Student Pavilion
51. Subway Station and Plaza (SEPTA)  
51A. Northbound  
51B. Southbound
52. Sullivan Hall (SN)
53. Temple Towers (student housing)
54. Temple U. Regional Rail Station (SEPTA)
55. Temple University TECH Center & Welcome Center
56. "1300" (student housing)
57. Tomlinson Theater (TTJ)  
Randall Theater
58. Triangle Apartments (student housing)
59. Tuttleman Learning Center
60. Tyler School of Art (under construction)
61. University Services Building
62. University Village (privately developed housing)
63. Wachman Hall (Computer/Mathematics)
64. Walk Auditorium
65. Weiss Hall (WH)
66. James S. White Hall (student housing)



## Day of Communications

Day of communications will be sent via text and email from your respective Industry Partner representative. If you have any changes or last-minute questions reach out to your representative, [INSERT IP TEAM MEMBER NAME] at [PHONE NUMBER] or [EMAIL].

## **Check-In Information**

You may arrive at 1755 N 13<sup>th</sup> Street between 9:30am and 10:30am to check-in and set up for the Career Fair. When you enter the doors on 13<sup>th</sup> between Cecil B Moore and Montgomery, you'll see a security checkpoint. Before you get there, you'll turn left and left again into the stairwell. Then walk up to the second floor and there you will arrive at the Career Fair set-up. Check-in will take place outside of room 200 in Student Center-South.

At check-in you will be asked for identification which should match the names provided to the industry partner team prior to your arrival. From there a member of the Industry Partner team will escort you to your table and you may get set up.

When checking in, you will be asked to provide your confirmation email and or one of the reminder emails as a secondary step. This is an easy way for us to ensure that you're supposed to be at the fair representing your company.

## **Wi-Fi Information**

Our amazing venue has provided us with their instructions for accessing the Wi-Fi on campus. If you have any questions regarding the Wi-Fi the day of the event, feel free to reach out to your Industry Relation Services Representative and they will gladly help.



## Obtaining Guest Wireless Access

If you are visiting Temple University or the Temple University Health System, you can register for free wireless network access using the **TUguestwireless** network. Once you are registered and receive your password, you can then log in to the **TUsecurewireless** network for up to 24-hours. If you need additional time, you can simply re-register.

**Notes:** You will need to have your cell phone with you when registering. A cell phone is needed because your pre-assigned password will be sent to your cell phone as a text message.

### Registering for Guest Wireless Access

1. Connect to the **TUguestwireless** network. Then open a web browser on your device.
2. On the Guest Access To Temple's Wireless Network page, click **Register for guest access**.
3. On the Guest Registration page:
  - a. Type your ten-digit cell phone number (without any dashes, spaces, or parentheses).
  - b. Select your cell phone provider.
  - c. Type your first name.
  - d. Type your last name.
  - e. Click the box next to *I have read and agree to the Terms and Conditions* below. Then click **Register**.

You will shortly receive a text message with your assigned password.

4. Once you receive your password via a text message, connect to the **TUsecurewireless** network as follows:
  - ☐ **username** = your cell phone number (without any dashes, spaces, or parentheses)
  - ☐ **password** = the text sent to your cell phone

If you need help with connecting, see the [connecting instructions](#).



# Logistics Plan

## Industry Partners Day of Event Plan

Last edited on 10/17/2023

- Event Date: November 1, 2023
- Industry Partners Team arrive at **7:30 AM** (Speakman Hall)
  - Student Center access at **8:00 AM**
- Parking opens at 8:00 am – prepare for employers to arrive
- Employers arrive between 9:30 AM – 10:30 AM
  - Ask all employers to be at the event by **10:30 AM** (verbiage in email sent week of event)
- Students enter at **11:00 AM**
- Attendees master sheet – contact info

Things to do before employers arrive:

- Put Wi-Fi info on tables for those who have requested Wi-Fi
  - Wifi for employers (list employers who requested wifi)
- 1. Greeting plan to bring employees upstairs and registration:
  - a. Role Descriptions:
    - i. 1 member of our team should always be outside to greet employers
    - ii. 2 members of our team should be runners
      - 1. They will bring up the industry partners to the team members in the student center to direct them
    - iii. 2 members of our team should always be in the Student Center registering/directing employers to their table
      - 1. These members will be in charge of distributing name tags & materials

Greeting/Morning Plan: 9AM-11AM

Outside Greeter	Shaye
Runner	Elena
Runner	Ann
Indoor Registration	Summer
Indoor Registration	Liv

- 2. Plan for checking on industry partners throughout the event:
  - a. Vendor Liaisons
    - i. 2 team members always monitoring the career fair to check on employers

NAME/TIME	11-11:30	11:30-12	12-12:30	12:30-1	1-1:30	1:30-2
ANN	x			x		X
ELENA		x			x	X
LIV	x		x			X
SHAYE			x		x	X
SUMMER		x		x		X

3. Pretzel Distribution Plan
  - a. 12:30-12:45 – whole team
    - i. Each member will distribute pretzels & thank you's to their respective employers
4. Raffle Take-down
  - a. 2-2:30 – whole team

## Confirmation Email:

Subject Line: YOU'RE IN! TEMPLE UNIVERSITY'S STHM FALL 2023 CAREER FAIR

Dear [Name of Company Contact],

Thank you for registering for the STHM Fall 2023 Career Fair on November 1, 2023. We are extremely excited to welcome you to campus and meet our students. Reminder, the fair will run from 11AM-2PM on Wednesday, November 1<sup>st</sup>, 2023.

The event will be held on Temple University's Main Campus in the Howard Gittis Student Center SOUTH in room 200C. The entrance is on 13<sup>th</sup> Street.

*Check-in for the event begins at 9:30AM. We suggest you allot 60 minutes for arrival, check-in, and set up. Check-in will be on the second floor of HGSC-South.*

This year the STHM Career Fair will include a raffle for all student attendees to participate in. As a registered industry partner, please let us know if you and your company are interested in donating a raffle prize with your name on it. If interested, please provide us with the following information about your raffle basket before 10/26,

1. Please provide a description of your prize.
2. Are you able to bring the prize to the event on the day of, or will you require earlier drop off?

**REMINDER:** Please go into [Simplicity](#) to create your company profile! This will allow students to see you're attending and be able to learn more about your company!

- If you are experiencing any trouble, please follow this link to [Simplicity Help](#)

Please don't hesitate to reach out with any questions. We look forward to working with you and collaborating for the future on November 1<sup>st</sup>!

Best,

**[IR Team Member Name]**

Industry Partner Relation Services

Temple University, School of Sport, Tourism, and Hospitality Management

[Team Member Email]

[Team Member Phone Number]