



American Institute of  
Architecture Students



Student Planning  
Association



American Society of  
Landscape Architecture



Interior Design  
Student Group

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Dear Firm,

On behalf of the student organizations of the College of Architecture, Planning, and Public Affairs (CAPPA) at the University of Texas at Arlington, we proudly invite you to participate in,

### **CAPPA Career Fair**

We encourage all firms to take this opportunity to become familiar with the educational experience we provide aspiring architects, interior designers, landscape architects, planners, and other future professionals. This is your chance to meet our undergraduates and graduates for internships and related positions at your firm. This will also give you an opportunity to showcase your firm, educate students about your work and contributions to the field.

The career fair is organized by the student organizations of AIAS, IDSG, SASLA, and SPA and endorsed and supported by the College of Architecture, Planning, and Public Affairs.

The CAPPA Career will take place on March 2, 2022 in the Architecture Building at the University of Texas at Arlington.

We kindly request your response using the Google Form within this package. Please e-mail back your designated representative any questions your firm may have.

Sincerely,  
Irene Vu  
AIAS Co-event Coordinator



## General Information

Check-in and setup will begin at 8:00 AM in Conference Room, 201. Students will begin to circulate from table to table around 10:00 AM to 4:00PM.

The participation fee is \$400 per table and includes: one 6 foot table, one plastic table cloth, two chairs, access to extension cords for power, free Wi-fi, free parking\*, interview space, and assistance unloading and loading for the event.

We encourage the use of standing banners and any other advertisement devices, however we ask the displays to remain within your given space.

Registration can be completed up to February 16, 2022. Any registration after this date up to the day of the event will be considered late registration. Late registration fee is \$500.

A continental breakfast and lunch buffet will be provided for two representatives per table.

*\* Parking is free with registration. All attendee vehicle information is given to the UTA Parking Department in advance notice. Please contact your representative immediately if there is a change in vehicle. All participants are responsible for any parking violations.*

## Career Fair Considerations

Student organizations prepare and host the Career Fair each year. All proceeds go to the host student organization in charge of your invitation. These funds support an increasing attendance in conferences and other professional events.

### Application- Google Form

The application can be found through this link below or through the CAPPA website:

[https://docs.google.com/forms/d/e/1FAIpQLSfUWKQBcx7OMGsc\\_1WSo40DprwljE0pOYLhGX2AxNmWn7jm7A/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfUWKQBcx7OMGsc_1WSo40DprwljE0pOYLhGX2AxNmWn7jm7A/viewform?usp=pp_url)

### Table Reservations

Tables are assigned on a first come, first served basis on the day of the event.

More information regarding table reservations will be sent by your respective representative when payment is received for your firm.

### Parking

Any information regarding parking, arrival, etc. will be disclosed closer to the day of the Career Fair. Please email your representative for any questions or concerns.

## Payment

Checks are the preferred payment method.

Please make checks payable to “AIAS”. We will accept checks on the day of or by mail to 601 W. Nedderman Dr. Arlington, TX 76019 Box 19108. Attention: AIAS. Please include the student organization of your designed representative on the memo line.

## Frequently Asked Questions

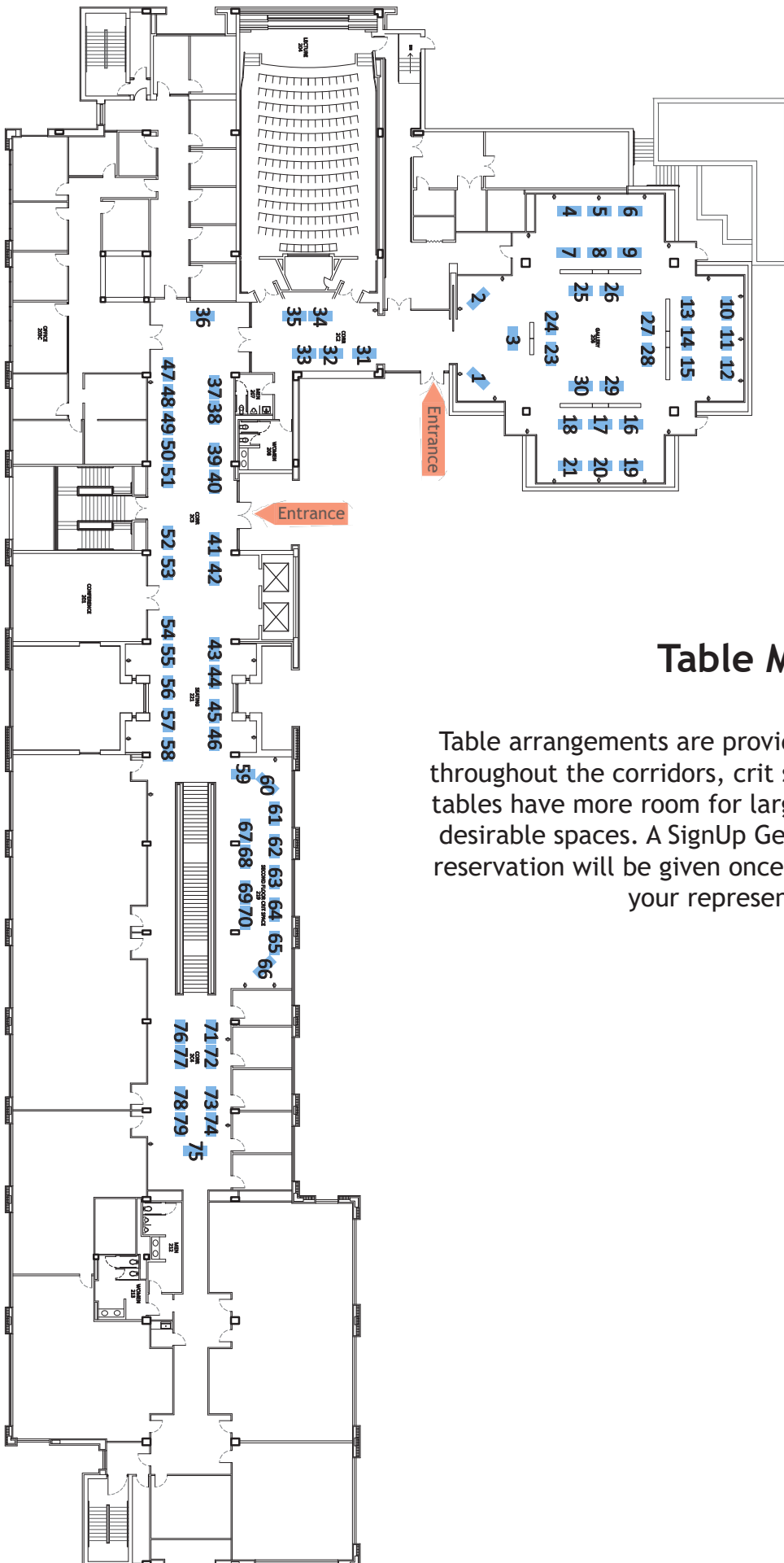
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### **1. We are unsure of whose vehicle will be driven to the event, is there a deadline to submit this information?**

If it is too early to know, please write at the bottom of the feild “Currently Unsure” and your representative will contact you closer to the event for this information. You are also welcome to send this information when it is available.

### **2. What happens if we need power for the table?**

We will have power cords running along the walls to reach tables that are not near an outlet. Outlets can also be seen on the floor plan on page 5. We will also have a small assortment of basic office supplies available



## Table Map

Table arrangements are provided on the second floor throughout the corridors, crit space and Gallery. Some tables have more room for large banners or located in desirable spaces. A SignUp Genius link with the table reservation will be given once payment is received by your representative.