



## 2017 Portland High-Tech Job Fair

The Portland job fair is co-sponsored by CASPA and Oregon Chinese Coalition. It is part of annual job fair series by CASPA. Portland is one of the two sites for 2017 CASPA Job Fair, the other one is located Silicon Valley, California. The following information is intended for all participating domestic and international companies.

Since 1995, CASPA High-Tech Job Fair has attracted many international and US companies and thousands of job seekers. With a mission to promote technology innovation through extensive networks from our nine chapters worldwide, CASPA is here to serve your company and to help talented high-tech professionals look for new or better opportunities. This noble goal can only be accomplished with your support by taking full advantage of this excellent opportunity to recruit qualified professionals for your business needs.

### I. Job Fair Proceedings:

#### **Registration Fee: \$1000 per booth or \$500 online resume viewing**

- Early bird registration: 10% off before April 7<sup>th</sup>, 2017
- Regular registration: will guarantee the opportunity of media advertisement, April 7<sup>th</sup> to May 5<sup>th</sup>, 2017.
- Late registration is acceptable on a case by case basis.

#### **This registration fee will cover:**

- Promotion on news media (newspaper, radio, TV), website posting, social media, and email announcements
  - Promotion of Job Fair on popular local newspapers, radio stations, and/or TV stations
  - Posting on CASPA and OCC websites and email broadcasting to members, candidates, and more than 30 professional alliances
- Distribution of 2017 Portland High-Tech Job Fair proceedings to all active CASPA members, OCC members and Portland Chinese community
- One designated private quarter in pipe and drape for interview in the hotel
- Dinner banquet invitation for two persons from each participating company
- Lunch for company staff (up to 4 meal tickets)
- Display of company promotion materials and job openings in the job fair area.

CASPA Corporate Sponsors also get an additional discount based on the levels of their sponsorships: One free booth for Crown Sponsors, 15% for Diamond Sponsors, 10% for Platinum Sponsors, and 5% for Gold Sponsors. Multiple sites or multiple booths have additional 10% discount for adding each site or booth.



### **Job Fair Proceedings**

CASPA and OCC will publish and distribute copies of Job Fair Proceedings free of charge to all active members and walk-in applicants. Each participating company should provide up to two 8.5" x 11" pages of materials on company introduction and description of available job openings in MS Word file format. Please email this material to [jobfair@pdxchinese.org](mailto:jobfair@pdxchinese.org) by **April 28th, 2017** to ensure timely printing and distribution. Files received after April 28th, 2017 may not be in print in the Proceedings.

### **Hotel Reservations**

Embassy Suites by Hilton Portland - Washington Square, Please reserve your hotel room under Oregon Chinese Coalition for our special discounted rate.

## **II. Big day, Job Fair day:**

Place:

Embassy Suites by Hilton Portland - Washington Square  
9000 SW Washington Square Road, Tigard, Oregon 97223

Date: Sunday May 14th, 2017

Event Time: 10:00 AM – 3:30 PM

Company Check-in Time: 9:00 AM

Company presentation and display: 10:00 AM – 3:00 PM

Company Interview Quarter: 12:00 AM - 6:00 PM

## **III. After Job Fair**

ASPA Portland and OCC will host a reception in the evening of May 14th 2017 for participating company representatives. We would like to get feedback during the banquet for future improvements. Please make sure to sign up for this dinner banquet upon checking-in in the morning.

## **IV. Contact**

Please check [www.caspa.com](http://www.caspa.com) or [www.pdxchinese.org/jobfair](http://www.pdxchinese.org/jobfair) for details and most recent updates.

Please email registration materials to [jobfair@pdxchinese.org](mailto:jobfair@pdxchinese.org).

For questions, please contact Mr. Jue Shi [jueshi@gmail.com](mailto:jueshi@gmail.com) or Dr. Yanjie Jay Wang at [jaywangcaspa@gmail.com](mailto:jaywangcaspa@gmail.com).