**Career Fair 2023 Preparation Checklist**

**Important Reminders**

* Drop-in equipment check with IT is 8:00am - 6:00pm Monday through Friday (IT Office, 3rd floor)
* Review *Career Fair Info Session* slides 6-8 for table and equipment details (Handshake's Resources section)
* Masks are optional in the Wing during the Career Fair
* Accommodation requests: contact [careerservices@digipen.edu](mailto:careerservices@digipen.edu) ASAP as advance notice is needed

**Equipment To Bring**

* Laptop and laptop power supply/charger
* Necessary adaptors: video to HDMI, ethernet, etc.
* Game controller and/or headphones (recommended to bring own if possible)
* Optional: power strip (if more than just laptop to plug in)
* Optional: if bringing own monitor, must be 23" or less

**Table Items To Bring**

* 6 ft. rectangular tablecloth
* Printed copies of resume
* Additional table decorations (any additional posters cannot be larger than your 18x24" poster from DigiPen)
* USB of your work for offline access/as a backup
* Optional: business cards

**Set Up Reminders**

* **Mandatory set up time:** 3:00 - 5:00 PM on the day before your assigned Career Fair date
* **Do not** leave any valuables or tech equipment at your table overnight
* Arrive by 9:00 AM on your Career Fair date to test all tech and offline work
* Open house hours are from 9:15-9:45 AM (presence at your table during that
* time is optional)

**Tear Down/Clean Up**

* Remove personal items before 3:00 PM
* Take poster down
* Sanitize your table & DigiPen machines/accessories
* Return any borrowed/checked out items to IT, Library, or Sound Lab

Contact careerservices@digipen.edu if you have any specific questions. Thank you!