REGISTRATION GUIDE: EMPLOYER INFORMATION

Welcome Employers! The Pharmacy Days Career Showcase is a great opportunity for you to establish a company presence with the Purdue University College of Pharmacy and our students. The Career Fair is hosted by the Career Development Committee. Pharmacy Days is an opportunity for students to learn about internships, residencies/fellowships, full-time positions, and career exploration. The Career Fair is followed by two days of interviewing for summer, internship, and full-time opportunities (sponsored by the Center for Career Opportunities (CCO)). Employers from all areas of the Pharmacy and Pharmaceutical Sciences are included.

Registration

Registration is a TWO step process. Both steps must be completed before you are officially registered. Once you have submitted your registration information, you will receive an electronic message indicating that we have received your request to register. Once we have confirmed your registration, you will receive a subsequent email with additional information.

Please contact pharmacydays@purdue.edu with any questions.

Step 1 – Register for the Career Fair
- Login to your NACELink@Purdue account – Pharmacy Days will be listed in the attend events section OR
- Create a NACELink@Purdue account – click SIGN UP on right side to create your account then register for Pharmacy Days

Step 2 – Pay the Registration Fee
- The link for payment by credit card, an invoice and career fair guide will be in the registration confirmation email sent by University Conferences.
- The link for payment will be in the registration confirmation message. If you have any billing questions, please email confreg@purdue.edu or call 866-515-0023.

Edit/Update Your Registration Info- if you need to update your career fair registration (i.e. recruiting needs, recruiter info, change package, etc.) you can login here to make changes. Questions please call Ethan Kingery at 765-496-3667.
Questions
General, Registration, or Recruiting Options - Jennifer Dexter, Career Development Manager – College of Pharmacy (dexterj@purdue.edu) or 765-496-6156

Payment/Billing - Ethan Kingery at confreg@purdue.edu or 765-496-3667.

Interview Days (Oct. 25 & 26) - 765-494-8740 or email hire@purdue.edu.

To Edit/Update Your Registration Info - (i.e. recruiting needs, recruiter info, change package, etc.) you can login here to make changes.

Registration fees benefit student scholarships.

Preferred Registration Deadline: Monday, October 1, 2018

Career Fair (Tuesday, Oct. 23: 1-4 p.m. in PMU) Fee: $300

- One 3’x 6’ covered table with electricity
- Company profile and supplemental company advertisement in the digital Career Fair Guide and on the mobile friendly website
- One three (3) day parking pass per company (Additional passes $5/each)
- Opportunity to interview Oct. 24-25

Corporate Partners: Please note you are not responsible for paying a fee. If you receive an invoice from University Conferences, please disregard.

Lodging, Directions, Parking and Campus Services/Amenities
Detailed online information: “Attend an Event” (third tab at top of web page) www.conf.purdue.edu
Maps and Directions
Purdue Conferences Visitor Information
Purdue Campus Map

Flying into Indianapolis International
- Shuttle service is available to West Lafayette on the Lafayette Limo (www.lafayettelimo.com) service.
- Shuttles depart from the airport every two hours between 6:30 a.m. and 10:30 p.m.
- For shuttle reservations email laflimo@lafayettelimo.com or call (765) 497-3828

Lodging
- Full-service Union Club Hotel, conveniently located in the Purdue Memorial Union adjacent to Stewart Center. Reservations call (765) 494-8913 or (800) 320-6291.
- Hilton Garden Inn, West Lafayette Wabash Landing
- Four Points by Sheraton, West Lafayette, Indiana
- Additional Hotels in West Lafayette, Indiana
- Hotels in Lafayette, Indiana
Driving to West Lafayette, Indiana

Maps and Directions
- Parking is available in the Grant Street Parking Garage, 102 N. Grant Street, West Lafayette, Indiana
- Registration includes one three-day parking pass.
- Union Club Hotel guests receive free parking in the Grant Street Garage.
- The maximum daily fee is $10 with hourly rates available (no charges on weekends or after 5 p.m.).
- Spaces in other campus garages or surface lots are reserved for University staff members who have paid an annual parking fee.

Shipping Materials to Purdue
- Boxes should be clearly marked “Pharmacy Days”.
- For more than one box, please indicate box 1 of 3, etc.
- Note: Purdue University will exercise reasonable care in providing normal security measures for the exhibit area, but cannot and shall not accept responsibility for theft or damage to exhibits or materials either stored or shipped to the University.
- Please send items addressed to:
  Purdue University Conference Division,
  128 Memorial Mall, Stewart Center Cage,
  West Lafayette, IN 47907
  C/O Ethan Kingery – Pharmacy Days 2016

Shipping Materials Back to Your Company
We are happy to assist in shipping display cases or materials to your company location at the conclusion of the fair.
- Please have your boxes labeled, taped and display cases ready for mailing.
- A preprinted Fed Ex or UPS shipping label with a complete mailing address should be affixed to each item.
- If you prefer using a third party carrier, you will need to make your own arrangements.
- Each company is responsible for payment of their shipping, regardless of vendor.

Purdue is committed to making its programs accessible to all participants. If you require reasonable accommodations, and you have not yet informed us of your needs, please contact the Conference Division at (800) 955-6385 or (765) 496-6500 at least one week before the program begins.

Campus Accessibility Guide

Agenda

11:00 p.m. – 1:00 p.m. Check In and Set Up (Students will assist.)
- Displays may be transported through the Union Club Hotel entrance. Please use the lobby elevators to the first floor ballrooms.

1:00 p.m. – 4:00 p.m. Career Fair – PMU South Ballroom
- Expo style career fair.