

Dear Career Fair Participant,

Thank you for registering for our Career Fair at the upcoming IEEE WIE Forum USA East. We are very excited for this event and have a great lineup of companies eager to recruit!

For a list of companies who are participating in the Career Fair, please go to this link: <https://attend.ieee.org/wie-forum-usa-east-2019/career-fair/>

The event is being held at the Ritz-Carlton Pentagon City, 61250 South Hayes Street, Arlington, VA on **Friday, November 22nd from 2-4:30 PM.**

Below is some information which will help you in getting prepared for and for the day of the event.

How to Prepare:

- Please remember to bring copies of an updated resume. The companies are actively looking to hire and will ask for your resume.
- Business casual dress is recommended.
- It is recommended that you review the list of companies attending the event so that you have some background on the company as well as an idea of what their hiring opportunities are. Links to their career pages and open positions are on the web page (click on their logos).

When You Arrive:

Please proceed to the conference registration desk which will have a check in station for career fair attendees. The attached picture is a layout of the conference level of the hotel including the conference registration desk and the locations where the companies participating will have their tables (You will note they are in the Ballroom and Plaza Foyers and Grand Ballroom Salon II). Registration is at the top of the stairs (directly above the lobby).

Rail Transportation:

The Pentagon City Metro Station is directly adjacent to the hotel and only 2 stops (about 5 minutes) from Ronald Reagan Washington National Airport on the Blue/Yellow line.

Parking:

Self-Parking is NOT available. Valet Parking Is discounted to \$35 per day. Since this is quite expensive, we recommend using the Fashion Center Mall parking garage which is connected to the hotel. This garage has hourly and overnight parking and the maximum daily rate is \$18 per day. Hours open are daily from 5:00am to 2:00am. Entrances to the Fashion Mall Parking Garage are on 15th Street and Army Navy Drive (15th Street

entrance is closest (near Shake Shack), turn right and walk around to the front entrance to the hotel.

If you have any questions please do not hesitate to contact me.

Sincerely,
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