

Virtual Business Career Fair Policies

September 16, 2020



Marketed as a career fair for all majors at OSU, more than 1,900 students and alumni attend this event each fall. Representing a wide variety of majors and disciplines, attendees seek full-time opportunities, as well as internships and co-ops related to all areas of business.

Career Fair Policies - Updated June 29, 2020.

OSU Career Services requires pre-payment for career fair registration.

Registration for the OSU Business Fair will not be **confirmed** until payment is received. Although pre-payment is required to participate in the virtual event, not pre-paying or no showing does not qualify the registration for a cancellation. Please see cancellation policy below.

Pre-Payment Policy Requirements to be met by OSU and the registering organization:

1. OSU Career Services will provide a discount for early registration payment.
2. If registered participant cannot attend, someone else may attend in his/her place.
3. If OSU Career Services cancels the fair, the company will receive a 100% refund. (Please see specific fair registration page for associated rates and fees)

Cancellation Policy:

Cancellations will be accepted provided that notification is given in writing to OSU Career Services. Cancellations must be sent via e-mail to alicia.low@okstate.edu and must be received by the stated cancellation deadlines listed below. Career Services reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellation received by 5:00pm on Friday, September 4th, will receive a 100% refund.
- Cancellations received by 5:00pm on Friday, September 11th, will receive a 50% refund.
- Cancellations received after 5:00pm on Friday, September 11th, will be charged the full registration fee.
- No-show, no cancellation will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request.
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

Registration fee is based on the total of the original registration request.

OSU Career Services reserves the right to change or modify these Career Fair Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.

Virtual Business Career Fair - Wednesday, September 16, 2020

Location – Virtual Event – Career Fair Plus Software

Registration Opens: Monday, June 29, 2020

Early Bird Registration Discount Deadline: 5:00PM on Friday, August 7, 2020

Payment Due Date: 5:00pm on Tuesday, September 15, 2020

Deadline for 100% Cancellation Refund: 5:00PM on Friday, September 4th, 2020

Deadline for 50% Cancellation Refund: 5:00PM on Friday, September 11th, 2020

Hours:

7:00am – 9:00am - Employer Question and Answer Session with Career Services Staff

9:00am – 4:00pm - Virtual Career Fair

Fees:

- Early Registration (June 29, 2020 – August 7, 2020)
- **Communication regarding payment instruction (i.e. payment options & invoice) will be emailed within two business days of receiving your registration request.**
- Your registration fee includes: Access to Career Fair Plus Software, up to ten recruiter logins, unlimited appointment schedules, access to OSU student profiles with GPA, resume, and desired positions, employer listing including company overview, website link, open positions, etc.

Standard Registration:

- Early Bird Registration: \$400
- Standard Registration: \$500
- Up to ten recruiters included

Graduate School:

- Early Bird Registration: \$200
- Standard Registration: \$300
- Up to ten recruiters included

Government Agencies/Charitable Non-Profit 501(c)(3)

- For non-profit entities that fall under the category of Government Agency or a Charitable Non-Profit 501(c)(3).
- Early Bird Registration: \$200
- Standard Registration: \$300
- Up to ten recruiters included

OSU Department:

- For OSU Departments on the Stillwater campus
- Early Bird Registration: \$100
- Standard Registration: \$200
- Up to ten recruiters included