



# 20th Annual NAAAP National Convention 2006

National Association of Asian American Professionals

## PREPARATION FOR THE NAAAP DIVERSITY CAREER FAIR

Thank you for participating in the 2006 NAAAP National Diversity Career Fair event in Seattle, [www.naaapconvention.org](http://www.naaapconvention.org).

If you have any questions regarding the career fair, please contact:

- Janet Ung: email: [jwu2@u.washington.edu](mailto:jwu2@u.washington.edu) / phone: 206.335.3308, or
- Yunice Fong: email: [yunicefong@hotmail.com](mailto:yunicefong@hotmail.com)

## WHAT WE NEED FROM YOU

We will be handing out a document to Career Fair attendees. Please provide the following by August 2, 2006:

- A short 2-3 sentence information about your company.
- Contact details that you would like to be listed.
- Job position titles or categories that your company is currently recruiting.

Send information to [janet.ung@naaapseattle.org](mailto:janet.ung@naaapseattle.org) by August 2, 2006.

## DATES & TIMES: CAREER FAIR

The NAAAP Diversity Career Fair is a 2-day event and is open to the public.

- Friday, August 18: 9:00 AM to 5:00 PM
- Saturday, August 19: 9:30 AM to 2:30 PM

## SET-UP

The Career Fair rooms will be open to you for set-up:

- Thursday: 2:00 PM to 5:30 PM
- Friday: 7:00 AM to 9:00 AM

Please ensure that set-up is completed by 9:00 AM.

If you require more time for set-up, please let either Yunice Fong or Janet Ung know and we will do our best to accommodate you.

Booth assignments will be emailed in August and will follow a "first paid first serve" policy allocation.

## TEAR DOWN

The Career Fair will stop admitting people at 2:30 PM in order to clear out the rooms by 3:00 PM. Exhibitors can tear down their booths beginning at 3:00 PM.

## SPONSOR FEEDBACK SESSION

As with prior years, the feedback session will take place on Saturday, August 19, from 2:45 PM to 3:15 PM in the Columbia Room at the Renaissance hotel. If possible, please ensure that at least one representative from your company will attend as this session will help us improve your experience at future conventions and career fairs. More information will be provided on the day of the event.

## WHAT TO EXPECT: FURNITURE/EQUIPMENT/MEALS

- Each career fair booth size is 8'x10'.
- Each booth will be draped and piped.
- One table, two chairs, and a waste basket will be provided.
- Company name placard will be provided for each booth (maximum character limit is 40 – please note company name on the “Company Information Form”).
- The majority of the Career Fair booths will be located on the 3<sup>rd</sup> floor of the Renaissance Hotel. This is a carpeted floor.
- Each exhibitor will receive 2 breakfast tickets and 2 box lunch tickets, both for Friday and Saturday (8 meal tickets total). Dinner gala tickets and other event tickets are excluded unless otherwise noted on the sponsorship package. Please refer to the “Company Information Form” for additional meal ticket requests.

Exhibitor booth fees do not include conference registration, event tickets, electricity, internet connection, phone, or shipping unless otherwise noted on sponsorship package. If you require any of these excluded services, please email either Yunice Fong or Janet Ung, and they will put you in touch with the appropriate vendor.

## GUIDELINES

- Only one business may be displayed per booth
- Each booth must have AT LEAST 1 exhibitor representative AT ALL TIMES.
- Soliciting in aisles or entrances is prohibited. General solicitation will be allowed at conference presentation areas (based on sponsorship level and payment)
- NAAAP is not responsible for lost or stolen items at or around the Renaissance Hotel.

## WHAT TO EXPECT: CAREER FAIR ATTENDEES/CANDIDATES

- Attendees will be from a wide range of industries and professions, education levels, and geographical locations.
- A diverse and broad range of Asian Americans are expected, ranging in age from 18 to 50.
- Expected concentration of attendees will include:
  - Education: 4-year degree or higher
  - Early to mid-career level
  - Professions: Accounting, Finance, Brokerage, Consulting, Medicine/Healthcare, IT, Engineering, Technical, Sales, Marketing, Advertising, Legal, Government, Education
- Expected number of attendees: approximately 400 convention attendees, plus several hundred career fair only attendees per day

## WHAT TO EXPECT: COMPANY PRESENTATION ROOM & INTERVIEW AREA

### COMPANY PRESENTATION ROOM

There will be an opportunity for companies to sign up for times to present their company informally to career fair attendees who come, it's an opportunity to get away from the career fair rooms and meet & greet an attentive audience.

### How It Will Work

- A display board will be positioned in the Career Fair foyer which lets people who refer to it, know when specific companies will be in the presentation room and if they wish they are welcome to visit the representatives in the room.
- The room will be assigned based on the terms of first paid (similar to how the booth assignments will be handed out) and on availability. Janet Ung or Yunice Fong will contact the primary or secondary contact person listed on the “Company Information Form” in August to coordinate times.

- It will be a 30-minute time slot, please allow time at the end of the presentation to take down materials. In order to ensure the next presenter receives his/her allotted time; please vacate the room promptly at the end of 30 minutes.

#### **What Will Be & What is in the Room**

- There will be a dedicated room for individual company presentations.
- This room will have a table, chairs, and a flip board. It will not have an LCD.
- Companies may bring in banners or poster boards to put up, if they wish, during the respective companies presentation time (representatives are responsible for bringing in the banners or poster boards and are responsible for putting this up). Banners should not exceed 3'x8' in size.

#### **INTERVIEW AREA**

There will be an area for companies to interview candidates one-on-one. This will be in a room/area, where you can select a corner to conduct your interview. Chairs will be provided. You will receive more information on the room location when you check in at the event.

#### **SHIPPING INFORMATION**

Due to the limited storage space at the hotel, if you have large quantity of parcels or equipment or large scale objects, please contact Triumph for your shipping needs. See the Exhibitor Show Kit packet for forms. Triumph Inc. is the hotel's preferred channel for shipping of materials.

#### **Advance Shipments to:**

Your Company and Booth #  
NAAAP Career Fair  
Triumph Expo & Events Inc.  
12614 Interurban Avenue South  
Seattle, WA 98168  
Must arrive by August 15<sup>th</sup>

If you have very small parcels, the hotel will receive shipments from Career Fair Exhibitors beginning August 12. Prepare to ship your career fair booth supplies and materials to the following location by August 15, 2006:

The Renaissance Seattle Hotel  
515 Madison Street  
Seattle, Washington 98104 USA  
Mark the subject line on the mailing address:  
NAAAP National Convention - Career Fair  
Attn.: (Your Company Name) - (Your Company Representative Name on the box)

#### **'CHECK IN' INFORMATION: WHAT YOU NEED TO DO UPON REACHING THE HOTEL**

After checking into the hotel, you'll want to:

- Check in at the Convention Attendee Registration tables outside of the Courtyard Ballroom at the Renaissance hotel. The Courtyard Ballroom is located one floor below the lobby.
- Convention registration check-in will open on Thursday, August 17, 2006 beginning at 1:00 PM.
- Please identify yourself as a Career Fair Exhibitor. If you have also registered for a Convention Pass, please indicate that when you check in.
- Upon check in, you will receive:
  - A packet of information at the registration table
  - 2 badges, these will be the Primary & Secondary Contact Names that you list on the "Company Information Form"
  - If you are not listed as the primary or secondary contact person and if you are not a regular Convention attendee, you will only need to check in at the Career Fair registration tables. This is located in the Foyer on the 3<sup>rd</sup> Floor.

- The Primary or Secondary contact person will need to pick up the meal tickets at this time.

## **DIRECTIONS TO HOTEL**

### **Address**

Renaissance Seattle Hotel  
515 Madison Street  
Seattle, Washington 98104 USA  
Phone: 1-206-583-0300 / Toll-free: 1-800-546-9184

- Hotel room check-in: 3:00 PM; check-out: 12:00 PM
- The hotel is located 20 minutes away from Sea-Tac International Airport.  
(note: with traffic, the average time to and from the airport can be up to 40 minutes; security lines are generally long)
- For a nominal fee Grayline Airport Express offers a shuttle service to and from the Airport.

From Airport (Seattle-Tacoma International Airport – SEA)  
Hotel direction: 15.0 miles North

### **Driving Directions**

- Take WA 518 East from the airport for 2.8 miles
- Merge onto I-5 N via the exit on the LEFT toward SEATTLE. Continue on I-5 N for 9.8 miles
- Take the I-5 N exit on the LEFT toward MADISON ST / CONVENTION CENTER / VANCOUVER BC
- Take the MADISON ST. Exit
- Left onto Madison Street
- Continue on Madison Street to 5th Avenue (passing the hotel) and turn left onto 5th
- One block to Marion Street
- Left onto Marion one block
- Left onto 6th Avenue to Hotel entrance at corner of 6th and Madison

### **Transportation Options**

Bus service, approximate fee: \$8 USD (one way)  
Estimated taxi fare: \$30 USD (one way)

### **Some Seattle Ground Transportation Options**

Seattle tour information and Pacific Northwest sightseeing tours <http://www.graylineofseattle.com>  
Gray Line Seattle Downtown Airporter <http://graylineseattle.com/airportexpress1.cfm>  
SEA-TAC Airport: Ground Transportation Rates <http://www.portseattle.org/seatac/ground/groundrates.shtml>  
SEA-TAC Airport: Shuttle Bus <http://www.portseattle.org/seatac/ground/shuttlebus.shtml>  
Seattle Metro Online (Trip Planner, Pass Sales, & Timetables) <http://transit.metrokc.gov>

*Any questions can be sent to Janet Ung ([jwu2@u.washington.edu](mailto:jwu2@u.washington.edu)) or Yunice Fong ([Yunicefong@hotmail.com](mailto:Yunicefong@hotmail.com)).*