Guidelines for
Accounting Career Fair
Loyola University Maryland
Thursday, November 7, 2013
4:00 pm – 6:30 pm at McGuire Hall

Arrive Early

1. Please arrive early so you can secure parking and be set up by 4:00P M – this will minimize the confusion when students start to come in. See attached file for directions and **COMPLIMENTARY** parking on the Geppi-Aikens Field.

Nametags

2. Please remember to pick up your *"fluorescent green"* nametag (this is a must) at the registration desk.
   a. If you are a Loyola alumnus, your nametag will have your first name, job title and year of graduation on it.
   b. If you are not a Loyola alumnus, your name tag will have your first name and your firm name on it.
   c. Freshmen at the fair will have electric yellow name tags with first name and "Class of 2017." Sophomores at the fair will have "*electric yellow"* name tags with first name and "Class of 2016."

   NOTE: Most of these students are undeclared majors.

Purpose of Fair

3. This is also a good time to remind everyone that the Accounting Career Fair is about all of us coming together for one single purpose:

   To educate our freshmen and sophomores on the great opportunities available in a variety of industries, to introduce them to different career paths, and to get them engaged and excited about choosing accounting as their major.

   - For everyone, be approachable, inviting, and friendly, even though the students might be leaning toward another major – get them excited about what you do in your field and try to engage in a conversation to share issues and concerns. The goals are to assist the students in understanding the various options that are available in the field of Accounting and introduce the students to the basics of networking.

We also have a photographer who will be snapping photos – I hope to see lots of engaging pictures of everyone talking to students!

We are expecting over 300 people between students and firms/alums.

There should also be plenty of food to eat.

Areas represented

Business and Industry – Management Consulting – International Accounting – Managerial Supply Chain Accounting – Accountant – Other	Non-Profit – International Accounting – Accountant – Other
Public Accounting – Audit – Tax – Advisory Services – Fraud Forensic – Internal Auditing – Other	Government – Fraud Forensic – Tax – Internal Auditing – Other
Education – Teacher / Professor – Industry – Trainer – Other	MACPA Table Beta Alpha Psi (Loyola Students) IMA (Loyola Students) The Career Center Table (Loyola Career Center)

- The different areas, such as public accounting, business & industry, government and NFP, must be shared by all.

- Tables will be arranged by industry.

- The tables must be shared by all in that industry and no one firm can take up all of the space with recruiting information. Remember you are representing your job function, not your firm/organization.

- We have lots of handouts to put on each table, so please carefully think through what recruiting materials to bring.

- It is not necessary for everyone who is "assigned" to a table to stay at the table – **walking around and engaging students in conversations about accounting works just as well and we encourage this**.

- However, all tables must be manned by someone at all times.

- The students will be shy. **Please be assertive in a friendly way (we don't want the students just standing around talking to themselves) and initiate an introduction and start a conversation.** The students we are after are easily identified by the electric yellow name tags.

- Also remember no firm banners or signs (exception: MACPA, BETA ALPHA PSI and IMA).

Raffles

We will be dimming the lights at intervals during the time period in order to focus the attention on the raffle podium in the back of the room and the raffle drawings. Try and lower your conversation at that point so the students can hear their raffle numbers for the prizes we have.

We look forward to seeing everyone on Thursday, November 7, 2013, – it will be a great party and lots of fun. We have fabulous prizes for the students, so sweep them off their feet! Thank you so much for your support!

If you have any questions, please contact:

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