Dear Firm,

On behalf of the College of Architecture, Planning and Public Affairs at The University of Texas at Arlington, we invite you to participate in our:

**2018 Job Fair Wednesday, February 21 10:00am – 4:00pm**

**Job Fair Information**

If you have not participated in one of our Job Fairs in the past, we encourage you to take this opportunity to become familiar with the educational experience we provide aspiring architects, interior designers, and landscape architects. This is your chance to meet and interview our undergraduates and graduates for internships and other positions at your firm. This will also give you an opportunity to showcase your firm, educate students about your work and contributions to architecture, design, and the profession.

Registration and setup will begin at 8:00 A.M. Students will begin circulating from table to table at 10:00 A.M to learn about your firm, show you their portfolio and leave a copy of their resume. If you would like to interview any student(s) there will be interview spaces made available for your convenience.

The cost for participation is $400. This includes a 6 ft. table with a plastic blue tablecloth, chairs, extension cords, Wi-Fi, and interview spaces. A continental breakfast and box lunches for two representatives at Noon will be provided. Free parking, with assistance in unloading/loading displays for event.

The Job Fair is endorsed and supported in part by the College of Architecture, Planning and Public Affairs but is organized by the American Institute of Architecture Students, AIAS.

**Response Requested**

We request you respond by using the attached form, if you wish to attend or not. This will allow us to update our mailing list or remove you at your request. Please fax this application to 817-272-5008 or email this application to your designated representative.

To contact us, you may email or call the College of Architecture, Planning and Public Affairs at: (817) 272-2801/ ampmanor@uta.edu
UTA College of Architecture, Planning and Public Affairs  
February 21, 2018 Job Fair  
Registration Information Form  
Deadline: February 14

____ Yes, we wish to attend your Job Fair see the information below.  
____ We are not able to attend this year, but please keep us on your mailing list for future Job Fairs.  
____ We have updated our contact information above.  
____ Please remove us from your mailing list.

If you wish to attend the Job Fair, please fill out as much of the following as you know at this time.

Names of Representatives attending:
________________________________________________________________________
________________________________________________________________________

Special dietary requirements for box lunch:
________________________________________________________________________

Will you be interviewing? Would you need an interviewing space?
________________________________________________________________________

Any other special requests?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following information will be shared with students prior to the Job Fair.
Type of firm: _____________________________________________________________

Specializations: __________________________________________________________

Web Site: ________________________________________________________________

What type of candidates are you looking for? (Please check all that apply)
1) Degree status:    __Bachelors      __Masters       __Student (Part time)
2) Position Type:    __Full Time     __Summer or Part Time
3) Discipline:       __Architecture   __Landscape Architecture  __Interior Design  __Planning

Computer Software Skills required: __________________________________________

Sentence or short paragraph best describing your firm:  
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Payment: cash or check. Mail or submit in person, the day of event. Make checks payable to AIAS UT Arlington, mail to 601 W Nedderman Dr, Arlington, TX 76019 Box 19108. Attention AIAS.  
*We will not be accepting credit card payments.