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Connecting Continents. Creating Careers.

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## Registration Package

*Cluster member non-profit organizations*

23<sup>rd</sup> European Career Fair  
Saturday – Monday  
February 16<sup>th</sup> – 18<sup>th</sup>, 2019

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## General Information

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The European Career Fair (ECF) is a Career Fair organized every year by the European Club at the Massachusetts Institute of Technology (MIT). It gathers around 100 companies and more than 2000 candidates from undergraduate and master's/Ph.D. level to post-doctoral researchers and senior experienced candidates in a variety of disciplines. Registering for the ECF will give you a unique opportunity to get in touch with top-tier international candidates, have a booth at the Fair, host information sessions, explore our candidate resume database, and schedule on-site interviews with candidates you preselected.

**\*\*\*Please note that all participating organizations must agree, as a condition of participation, not to give access to the candidate database to third parties.\*\*\***

Below is an outline of the registration procedure for the European Career Fair 2019. Please read the following points carefully.

### 1. Register online

Go to our website <https://euro-career.mit.edu> to access general information about the career fair. Select “Employer Registration” in the “Employers” tab. This will allow you to register for the fair and for interviews the day after the fair. The information entered on the website will be used for all ECF related business. The person registering will be the assigned administrator/main contact and will receive important information regarding ECF business, such as deadlines. Only this person will be able to add additional contacts. When you register online, we strongly recommend using the English spelling of all names (such as cities, institutes). Note that Registration is only completed upon submitting the signed Registration Agreement (see point 2) and paying the registration fee (see page 8).

### 2. Submitting the Registration Agreement

In addition to registering your company on our website <https://euro-career.mit.edu>, we will send you a registration package. The **Registration Agreement** of the registration package (page 5-9) needs to be filled out and mailed back to [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu). Within two business days of receiving the signed Registration Agreement, we will invoice you for the registration fee (see also point 3 and Payment section on page 9). Your company is officially registered once we have received your payment and the signed Registration Agreement. Signing the registration agreement commits your company or organization to participating in ECF2019, as specified in the agreement. Once approved, you will notice on the website that your company has an “approved status” and access

to the candidate database.

### 3. Payment (see page 9)

The registration fee for the European Career Fair 2019 has been set to **\$1,650 for non-profit organizations with an additional 10% discount for cluster members (final price: \$1,485).**

### 4. Submission of information online (see page 9)

ECF offers your institution the opportunity to promote itself in various ways. Via our dedicated webpages, you can submit an organization profile for the web and the Fair booklet. Likewise, you may submit a company logo to be displayed on the website and an advertisement for the booklet. Additionally, to ensure a smooth experience at the Fair, logistical information is provided through the web interface.

ECF Participating Organization Task	Deadline
Payment of registration fee	<b>10 business days after invoice</b>
Organization registration for ECF & Submission of booklet info	<b>January 11<sup>th</sup>, 2019</b>
Request for additional fair booth equipment & Request for presentations & Request for interview room	<b>February 1<sup>st</sup>, 2019</b>
Arrival of shipment	<b>February 8<sup>th</sup>, 2019</b>



## Registration Agreement

For registration, please print the Registration Agreement (pages 5-9) and fill out and sign all indicated fields below. Please email the completed Registration Agreement to [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu). Within two days of receiving the signed Registration Agreement, an invoice for the registration fee will be generated and sent to the participant.

European Career Fair (“ECF”)

Location: MIT campus

Career Fair date: February 16<sup>th</sup>, 2019; Interview dates: February 17<sup>th</sup>-18<sup>th</sup>, 2019.

**Registration fee: \$1,650 for non-profit organization with an additional 10% discount for cluster members (final price: \$1,485).**

Name of the participating organization (how you want the name to be displayed):

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For details about what is included in the registration fee, see page 8 of the Registration Package.

Name of the organization: \_\_\_\_\_

Name of primary contact: \_\_\_\_\_

Primary email address: \_\_\_\_\_

Primary phone number (with country code): \_\_\_\_\_

Full Address (include postal code, city, and country):

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hereby enrolls as participant (“participant”) of the European Career Fair 2019 at MIT and agrees with all terms and conditions of the following Registration agreement, made between the participant and MIT, on behalf of the MIT European Career Fair Organizers, organizer of the ECF (the “organizer”).

## 1. General conditions

If any provision of this contract is held to be invalid, illegal or unenforceable, the legality, validity, and enforceability of all other remaining terms shall not be affected or impaired. All obligations of the organizer are void in the event that the participant’s payment of the Registration Fee and any additional fees are not paid when due. The organizer will not be liable for failing to provide any services including (but not limited to) those covered in this agreement, if participant’s required material is not provided by the participant by the due date. This agreement shall be enforced and construed in accordance with, and governed by, the laws of the Commonwealth of Massachusetts.

## 2. Participant’s right to cancel the registration

For a cancellation made more than 30 days prior to the ECF, the organizer will refund 50% of the registration fee. There will be no refunds for a cancellation made thereafter. The cancellation of the contract will be confirmed in writing by the organizer.

## 3. Cancellation of the ECF

- A. Force Majeure. If the organizer is forced to cancel the ECF for reasons beyond its reasonable control, including, without limitation, acts of God, war, insurrection, government directive, threat of terrorism, nuclear incidents, or strikes (collectively, “force majeure event(s)”), the participant agrees to share the cost of the ECF incurred as of the date of cancellation, apportioned to all participants, but not in excess of the amount of the registration fee.
- B. The organizer has the right to cancel the ECF at its sole discretion. If cancellation is not due to a force majeure event, the registration fee will be repaid in full to the participant.

## 4. Advertisement and recording

The organizer has the right to advertise the ECF using names and logos of the participants, and to make audiovisual recordings of the Fair and make them public without a time limit.

## 5. Fair booth

The participant will be provided with a booth at the ECF in a location to be determined by the organizer. The standard registration fee includes a single booth whose size is uniform for all participants.

## 6. Fair booklet

The organizer compiles and provides the Fair Booklet, which will contain up to one page of standard

information and advertisement submitted by the participant to that effect. The organizer will not guarantee the appearance of the company information and advertisement in the Fair Booklet for information submitted after the deadline (January 11<sup>th</sup>, 2019).

## 7. Candidate database

The participant will be entitled to access a database (the “Candidate Database”) containing profile information voluntarily and confidentially disclosed by candidates. As conditions of this access, the participant agrees to

- a) keep the contents of the Candidate Database strictly confidential;
- b) not disclose, reproduce, distribute, or provide access to Candidate Database Information to any third party and
- c) disclose, reproduce, distribute, or provide access to Candidate Database Information only to such persons within the participant’s organization who have a need to access the Confidential Candidate Information for hiring purposes.

Toward the end of facilitating internal access to the Candidate Database, the participant may create any number of login accounts to access the Candidate Database, provided that said accounts are truthfully aligned with email addresses within the participant’s email domain. Each individual must have his or her own login account.

The participant understands and agrees that the organizer has the right to suspend or terminate the participant’s access to the Candidate Database, if it concludes that the participant has violated the preceding terms and conditions. A participant who violates any of the preceding terms and conditions is subject to cancellation of its registration to the fair (dues nonrefundable) and future participation in ECF.

## 8. Organizations presentations

The organizer will provide the logistics for all participant presentations on Saturday **February 16<sup>th</sup>, 2019**. Representatives will work directly with the organizer for logistics, room setup, and payment.

## 9. Indemnification; limitation of liability

- A. Notwithstanding the participant’s authorized use of its assigned booth, the participant agrees that it will not otherwise deface, alter, destroy, damage, modify, attach to, in any way or manner any of the property, fixtures, or other building facilities or elements of organizer.
- B. The organizer will not be liable for any damage to or loss of the property of the participant, regardless of cause.
- C. The participant agrees to indemnify, defend, and hold the organizer, including its governing board, officers, employees, volunteers and agents, harmless from any and all claims, regardless of by whom such claims may be asserted, for personal injury, including, without limitation, death, property damage, invasion of privacy, arising from participant’s activities while on MIT

premises (including its employees and authorized agents), the use of Candidate Database Information or any violation of the terms and conditions of this Agreement.

- D. In no event shall organizer be liable to the participant for any special, consequential, exemplary, incidental or indirect damages (including, but not limited to, loss of profits, revenues, data and/or use), even if advised of the possibility thereof.

## 10. Shipments

The participant shall be solely responsible for any shipments to and from the ECF, as well as any customs fees. The participant may deliver shipments to the organizer no earlier than January 18<sup>th</sup>, 2019 and no later than **February 8<sup>th</sup>, 2019**. The organizer shall not be liable for any delays of, or any damages to, such shipments. Please note that shipping costs are NOT included in the registration fee.

## 11. Use of name

With the exception of the promotion of its participation in the ECF as authorized by the organizer, the participant shall not otherwise use the name of “Massachusetts Institute of Technology,” or any variation, adaptation, or abbreviation thereof, or of any of its trustees, officers, faculty, students, employees, or agents, or any trademark owned by MIT, or any terms of this Agreement in any promotional material or other public announcement or disclosure without the prior written consent of MIT’s Technology Licensing Office.

## 12. Payment of invoices

Payment of any monies owed to the organizer, including, but not limited to, the registration fee, charges for audio/visual equipment, meals, or the assessment of late fees or penalties must be made within ten (10) business days of invoicing. Failure to furnish payment within the ten-day period may result in immediate withdrawal of access to the Candidate Database, exclusion of the participant’s advertisement from the Fair booklet and the participant’s logo from the ECF website, dismantling of the participant’s booth at the exhibition hall, and withdrawal of organizational support and infrastructure on the interview days.

Signature of participant: \_\_\_\_\_

Name and Title (Please print): \_\_\_\_\_

Date: \_\_\_\_\_



## Registration Fee

The registration fee for the European Career Fair 2019 has been set to \$3,900 per for-profit organization.

After registration, the invoice for the registration fee will be sent to the participant.

**The following items are included in the registration fee:**

- **A standard booth on the Career Fair day**
- **Access to the Candidate Database**
- **Advertisement in our Career Fair booklet (if all required information is provided by participant by January 11<sup>th</sup>)**
- **Listing as a participant on our website**
- **Optional organization presentation on the day of the Fair**
- **Breakfast and lunch on the day of the Fair**
- **Evening reception on the day of the Fair**
- **Breakfast on the interview days (at the Hyatt Regency Cambridge)**
- **Lunch on the interview days for organizations who schedule interviews**

Please note that the fee covers up to three (3) organization participants for the ECF and interview days, including the reception. You are welcome to attend with more than three participants at an additional cost of \$150 per person per day by registering on <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services). You will be able to indicate the number of participants through our website. Special equipment can be requested for your booth on the Fair day at an additional cost under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services). All additional costs will be included in the second round of invoicing, independent of the registration fee.

Please note that shipping is NOT included in the fee (see page 18-19).

## Payment

There will be two separate rounds of invoicing. The first billing will be generated 1-2 business days after the receipt of the signed and dated contract, and will only cover the Registration fee. The second billing will cover the cost of additional equipment requests for the Fair booth and additional representatives, if any (see page 12). Requests can only be registered once payment is fulfilled, therefore, please initiate payment as soon as possible.

Please note that the payment deadline for the registration fee is 10 business days after invoice date.

We want to emphasize that we will be unable to allow participation in the ECF and access to full Fair services (interview room booking and Candidate Database access) until payment is received in full (confirmed by a proof of payment).

The European Career Fair accepts payments by credit card through the website. This will grant your institution fast access to our resources, due to instant payment confirmation. If you require another form of payment, please contact [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu) (Please note that this will delay your registration and access to the Candidate Database).

Detailed instructions for payment will be included on the registration site.

## Submission of Participant Information

The European Career Fair recognizes that the participant visibility is crucial to the success of the event. For this reason, we offer various ways to promote your organization. It will be possible to submit all information conveniently through our website as soon as your registration is confirmed (*i.e.* payment received).

### 1. Career Fair Booklet

Every year, we print and distribute a Career Fair Booklet. The booklet consists mainly of organization profiles and advertisements, but also contains letters of endorsements from our partners, like the European Commission and other governmental institutions such as consular representations of the EU. The booklet is made available to all candidates at the Fair, and many career offices of US educational institutions. Your organization is allocated a **two-page spread** in this booklet. If you are a returning participant, and wish to use the information submitted from a previous (recent) edition of the ECF, please let us know.

**\*\*\*Please note that all information for the profile must be provided by the participant and needs to be submitted by January, 11<sup>th</sup> 2019.\*\*\***

## Left page: Participant profile

The organization profile in the booklet will feature important numbers and facts about your organization, as well as contact information. This profile will allow candidates who are unfamiliar with your organization to quickly find relevant information. A formalized layout and uniform categories will ensure a consistent look and make it easier for candidates to navigate. Therefore, we encourage you to provide complete responses to the list of questions, upload an official logo and advertisement under <https://euro-career.mit.edu> (Services → Attendee and Booklet Info). This information will be provided on the left page of the two-page spread of our booklet. Please note that the requested recruiting contact information is meant as a contact address for interested candidates, and will be printed on your profile. Please only include information that you wish to disclose publicly.

## Right page: Advertisement image

The right page of the two-page spread is used for a black-and-white advertisement of your company or organization. The advertisement has to be submitted via our website in Adobe Portable Document Format (PDF), according to the specifications below. Note that documents that do not correspond to these specifications may be resized to fit, and color documents will be converted to black and white. Legibility or general appearance of the participant profile, due to formatting changes, cannot be guaranteed. If your design features any kind of background, it should fill the entire area of the page (bleeding edges).

## Booklet advertisement specifications

Page size	6" x 8 ½" (152 mm x 216 mm)
Bleed	1/4" (6 mm) on all sides
Design area	5 ½" x 8" (140 mm x 204 mm)
Color	Black and white
Format	PDF
Fonts	Please upload them along with the PDF document

Due to printing deadlines we cannot guarantee inclusion of material received after **January 11<sup>th</sup>, 2019**.

## Logo

Logos will be used in the listing of participating organizations in the booklet, on our website, as well as for other printed and digital fair announcements. To ensure that your current logo is used, please upload it via our website under <https://euro-career.mit.edu> (Services → Attendee and Booklet Info). We accept all common digital image formats (JPG, TIFF, GIF, BMP). To allow for high quality



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prints, a minimum resolution of 200 dpi is required with a print size of 3x3" (76.2 x 76.2 mm).

## 2. Career Fair website

To increase interest in your organization, we encourage you to provide a short profile under <https://euro-career.mit.edu> (Home → Profile → Basic Info) that will be visible within our online portal when candidates click on your company/organization's logo.

We encourage our participants to advertise their presence at the European Career Fair via web or company publications. An ECF logo is available upon request.

## Accessing the Candidate Database

One of the main assets of the European Career Fair is its candidate resume database. Each year around 5,000 resumes are collected from top-tier candidates of top universities and research institutions in the US.

The database can be queried under <https://euro-career.mit.edu> (Candidates) once the organization has successfully registered online (signed registration agreement as well as payment received by ECF). Please note that most candidates will submit their resume in **January and February**.

## Schedule of the Career Fair

### 1. Participant Registration

To ensure each of your representatives has access to all facilities during the Fair day, it is essential that we are aware of their attendance. During the registration process, you will be allowed to list up to 3 representatives on the form. You will be able to add more organization representatives at a cost of \$150 per person per day at a later date under <https://euro-career.mit.edu>.

### 2. Schedule

Saturday February 16 <sup>th</sup> , 2019: The Fair Day		
8 am - 9 am	Johnson Track, second floor (Building W34), MIT	Setup of the Fair booths and breakfast for participating organizations.
9 am - 4 pm	Johnson Track, second floor (Building W34), MIT	Career Fair (exhibition)
9 am - 4 pm	MIT campus*	Company Presentations
11:30 am - 1:30 pm	MAC Court, MIT	Lunch for participating organizations
7 pm - 10 pm	Hyatt Regency Cambridge	Complimentary Reception (registration required)

\* within walking distance from exhibition hall.

Sunday February 17 <sup>th</sup> , 2019: Interview Day		
7 am – 9 am	Hyatt Regency Cambridge	Breakfast
8.30 am - 5 pm	MIT GECD (2 <sup>nd</sup> and 3 <sup>rd</sup> Floors) 50 Ames Street, Cambridge	Interviews

Monday February 18 <sup>th</sup> , 2019: Interview Day		
7 am - 9 am	Hyatt Regency Cambridge	Breakfast
8.30 am - 5 pm	MIT GECD (2nd and 3rd Floors) 50 Ames Street, Cambridge	Interviews

### 3. What to Expect?

#### The Fair Day (Saturday, February, 16<sup>th</sup>, 2019)

- After setting up the booths, the **Fair will run from 9am to 4pm**. During that time you will have the opportunity to interact with the attending candidates interested in your organization. We welcome approximately 2,000 walk-ins to the Fair. Most candidates will attend in business attire, are goal oriented and well prepared for the event. We strongly recommend that you attend with multiple representatives: this will allow more personal contacts, and keeps the booth attended during lunch times, breaks and possible company presentations.
- Concurrently with the Fair, you will have the opportunity of making a 20-minute public presentation about your organization, if you have indicated this during the registration process. If you wish to do so, please choose the option 'Information Session Saturday' as a free additional service under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services), using the passcode InfoFair2019. Note that the availability of presentation slots is limited and can only be arranged through our website. We dedicate slots on a first come, first served basis. A member of the team will contact you prior to the presentation, and aid in guiding you to the lecture room provided.
- During the Fair, lunch and drinks will be provided in a room exclusively accessible for participants with no admittance to candidates. Your registration fee includes access for up to 3 representatives. You can register additional representatives at an extra cost of \$150/person/day under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services).
- Wireless internet will be available at the booths. Instructions on how to setup your connection will be made available upon arrival.
- After the Fair, you are cordially invited to attend the complimentary reception at the Hyatt Regency Cambridge. This event is for organization representatives and the organizing team only and will consist of a selection of fine foods and drinks. Please register under <https://euro-career.mit.edu> (Services → Attendee and Booklet Info) and indicate how many representatives are attending the reception. Your registration fee includes access for up to 3 representatives. You can register additional representatives at an extra cost of \$150/person/day under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services).



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## The Interview Days (Sunday February, 17<sup>th</sup> and Monday February, 18<sup>th</sup>, 2019)

- You will be able to conduct **scheduled interviews** at MIT Global Education and Career Development Office. Note that the availability of interview rooms is limited; access can be booked on our website on a first come, first served basis at <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services) using the passcode InterFair2019, with a limit of one room per day per organization. Please read the “interviews” section (page 18) for more information.
- Wireless internet will be available free of charge in all interview rooms.
- During the interview days, breakfast will be provided at the Hyatt Regency Cambridge. Service hours are fixed; please plan your interview schedule accordingly. Your registration fee includes access for up to 3 representatives. You can register additional representatives at an extra cost of \$150/person/day under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services).
- Lunch will be provided at the MIT Global Education and Career Development Office for companies who have scheduled interviews.

## Exhibition Booths and Information Sessions

### 1. Standard Exhibition Booth

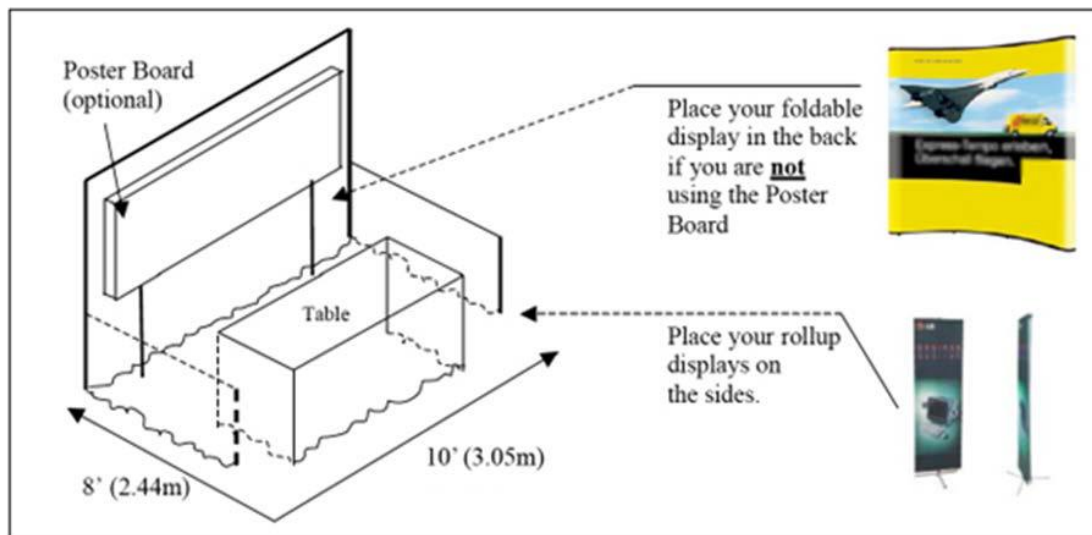
Booth Size: 10' wide x 8' deep (3.05 m wide x 2.44 m deep).

Color: The standard color scheme is royal blue and canary yellow (official colors of the EU) draping cover the booth walls and exterior. Please contact us at [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu) if you wish different colors (at an extra cost).

All booths are equipped as follows:

- 1 table
- 2 chairs
- 1 trash bin
- Electricity (3 plugs)
- Wireless Internet (W-LAN)

Please review the following sketch of the standard Fair booth provided to participants. There is usually enough space for your foldable displays or rollup displays in the back and the sides. Please note that a poster board is not included in the standard booth package. The poster board and other items can be ordered at an additional price under <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services).



### 2. Fair Booth Requests

Certain accessories are not part of a standard booth but can be requested via our online registration



system, at an additional cost, as long as supplies last. The deadline for requesting these is also **February 1<sup>st</sup>, 2019**.

You will be invoiced for these items you request (see payment section, page 9). For a detailed list of items (e.g. LCD screens, poster boards etc.) that can be booked in addition to the regular fair booth, please go to <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services).

### 3. Information Sessions

Information session slots for Saturday can be requested using the online interface at <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services), soon after registration.

All presentation rooms are equipped with:

- LCD projector for laptops
- Microphone and loudspeakers

Presenters don't have to bring their own laptops for the presentation. In addition, we will provide USB sticks at the fair in the morning so that presenters can bring their presentation to the presentation room.

## Interviews

Interviews will be conducted on Sunday, February 17<sup>th</sup> and Monday, February 18<sup>th</sup>, 2019 in the Global Education and Career Development building (50 Ames Street on the MIT Main Campus).

### 1. Access to the resume database

Upon online registration, receipt of the signed registration agreement and payment of the registration fee, organizations will be granted access to our resume database at <https://euro-career.mit.edu> (Candidates). This allows you to pre-select candidates and invite them for interviews on the interview days. Note however that new candidates may register and submit resumes as late as **February 16<sup>th</sup>, 2019**. The resume database is updated in real time and you will have access to the Candidate Database before and after the ECF.

### 2. Scheduling of interviews

To conduct your interviews, the organization of ECF offers interview rooms in the Global Education and Career Development building on **Sunday, February 17<sup>th</sup> and Monday, February 18<sup>th</sup>**. You will be able to book interview rooms through our website <https://euro-career.mit.edu> (Services → View/Upgrade Services → Additional Services) using the passcode InterFair2019. Time slots are four hours each. Note that the availability of interview rooms is limited to one room per day per organization, and will be assigned on a first come, first served basis. Please don't register for more time than needed.

The specifications for the interview rooms are as follows:

- At least 8' x 8' rooms
- 3 chairs (2 interviewers, 1 interviewee) and 1 table
- Complimentary electricity outlet
- Complimentary wireless internet connection
- Additional interview rooms can be reserved based on availability and may incur additional costs. Please contact [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu).

Organizations which plan interviews should schedule them directly with the candidates. On the Fair day itself, depending on the number of interview slots still available in your scheduling sheet, you may schedule additional interviews with candidates. Please note that for security reasons, organizations will be asked to send to [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu) a complete list of candidates they invite for interviews.

The [Hyatt Regency Cambridge](#) may be able to provide additional rooms for the purpose of interviewing. Please contact the Hyatt Regency Cambridge directly to inquire about this option.

## Shipping

Many organizations wish to bring display and promotional materials to the Career Fair. Below are some guidelines for shipping to and from the Career Fair. The shipment of such materials is your own responsibility and at your own risk. The following points will help you in the process.

### 1. Shipping to the Career Fair

Preferably use an established carrier (UPS, FedEx, DHL) to ship your goods to ECF. This will allow you to track your shipment via the carrier's website and the carrier to clear the shipment through customs. Ensure arrival before the deadline: **February 8<sup>th</sup>**. If your goods arrive on time, the ECF organizing team will deliver it to your booth as a complimentary service. The organizer will not be liable for any damage or loss that might occur during the shipment or transport of your goods.

Ship to: [Your name and the name of your company]  
Care of the European Career Fair  
MIT Mail Services  
350 Brookline Street  
Cambridge, MA 02139 USA  
Contact phone number: (617)-253-6000

Failure to list a phone number can delay your shipment.

Note that ECF is not listed as the addressee. You are shipping goods to yourself, c/o the European Career Fair. This also implies that MIT, MISTI, and European Club of MIT (the organizers of ECF2019) and/or MIT Mail Services are not responsible for any shipping costs or custom duties. Submit the shipment details via our website to facilitate the delivery of your items to the appropriate booth.

### 2. Customs

Clearance at customs can take up to a week or longer, please send your shipments well in advance in case any problems arise. Participants must make their own arrangements with the shipper or US Customs Broker to ensure their shipments clear customs. Customs regulations vary depending on what you are sending. Duties apply for commercial items. When material is of no commercial value (NCV), indicate this on the shipping forms. This includes brochures describing your company/organization or job openings. If you are planning to return the items to your office, confirm that the material imported will be returned to the country of origin. If your company or organization has a US office, consider sending the promotional and/or display materials from there, in order to avoid delays at customs.

### 3. Return shipping

As a courtesy to exhibitors, the organizers will engage one or more outside vendors to handle return shipments. The vendor will provide all necessary forms and packaging materials. Please note that to streamline the return shipping procedures with the contracted vendor, we will provide the necessary forms under the “Shipping Information” tab (in Resources section) on our web page prior to the Fair. We strongly encourage you to read and complete these forms before your arrival.

Please note that payment for return shipment is not included in the registration fee. If you wish to use this service, you will need to pay the vendor directly on the day of the Fair. You must use a credit card (not your company shipping account).

Alternatively, you can make your own arrangements for return shipping. Your shipments can be collected by the carrier of your choice from the Fair location on the Fair day, or be returned to MIT Mail Services, where they can be picked up. Note however, that the organizers or MIT do not have the resources to handle these or other arrangements and the use of this option is your own responsibility. Storage fees may apply if the items are not picked up timely from MIT Mail Services.

Participant’s property to be temporarily stored at MIT Mail Services should be collected at the end of the Fair day. The Fair location needs to be vacated at 6 pm. Unattended items that remain in the Fair booth area at this time will be discarded.

## Accommodation

### Hyatt Regency Cambridge



Hyatt Regency Cambridge  
575 Memorial Drive  
Cambridge, MA 02139  
USA

+1 (617) 492-1234

[Hotel website](#)

Offering views of the Boston skyline, this modern hotel is just five miles from Boston Logan International Airport and right by the MIT campus. Modern, warm rooms feature 37-inch flat-screen TVs and coffeemakers, plus iPod docks and Wi-Fi. Additional amenities include a polished New England-inspired restaurant with a terrace and sea views, plus a cozy lounge and a market with grab-and-go fare. There's also an indoor pool with a retractable roof and a 24-hour gym and sauna.

**Hotel Booking.** A block of rooms has been set aside which is subject to availability. Rooms reserved are available at the **discounted rate of \$169 (plus tax) per night for Single Occupancy or Double Occupancy**. Companies are encouraged to reserve a room for their representatives as soon as possible. Please note that lodging arrangements have to be made by you. You can book rooms at the discounted rate via our ECF website <https://euro-career.mit.edu>, or by using the following link:

[Book hotel rooms at discounted rate here.](#)

In rare cases, the website may mistakenly indicate that there is no availability. Should this occur, please contact the [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu) to inquire about available rooms.

**Payment.** Room reservations are payable to the hotel directly. A credit card is required to hold the reservation, but will not be charged at the time of reservation. Payment options are at the discretion of the hotel.



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## Contact Information

**\*\*\*This address is NOT for shipping material to the Fair. For shipping your material to the European Career Fair, please refer to the shipping section on page 19 of this document.\*\*\***

**Mailing address:**

MIT European Club  
Room 50-316  
77 Massachusetts Avenue  
Cambridge, MA 02139  
USA

**Email address (preferred contact):**

[support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu)

For questions with regard to participating organization registration, shipping, lodging or specific questions about the ECF web site please contact: [support\\_ecf2019@mit.edu](mailto:support_ecf2019@mit.edu)

We look forward to welcoming you at the European Career Fair 2019!

Sincerely,

Your ECF Team