



Virtual Career Fair Policies

All Majors Career Fair - February 24, 2021

STEM Career Fair – February 25, 2021

Career Fair Policies - Updated October 26, 2020

Submission of online registration initiates acknowledgement of the organization's financial obligation for all fees associated with the event.

Registration for the career fair will not be **confirmed** until payment is received. Although pre-payment is required to secure attendance for the fair, 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:

- OSU Career Services will provide a discount for early registration payment.
- If registered participant cannot attend, someone else may attend in his/her place.
- If OSU Career Services cancels the fair, the company will receive a 100% refund.

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:

- Cancellations received by 5:00pm on Friday, February 12, 2021, will receive a 100% refund.
- Cancellations received by 5:00pm on Friday, February 19, 2021, will receive a 50% refund.
- Cancellations received after 5:00pm on Friday, February 29, 2021 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.
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

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.

Important Dates:

All Majors Career Fair – 2/24/2021

STEM Career Fair – 2/25/2021

Registration Opens – Wednesday, October 28, 2020

Early Bird Registration Discount Deadline – 5:00PM on Wednesday, December 23, 2020

Payment Due Date – 5:00pm on Tuesday, February 23, 2021

Deadline for 100% Cancellation Refund – 5:00PM on Friday, February 12, 2021

Deadline for 50% Cancellation Refund – 5:00PM on Friday, February 19, 2021

Agenda:

8:00am – 11:00am – Employer Help Desk Open

10:00am – 12:00pm – Drop-In Rooms Open

1:00pm – 5:00pm – One-on-One Meetings

Fees:**Standard Registration**

- All Majors Fair only: \$500 (early bird rate of \$400 until 12/23/2020)
- STEM Fair only: \$500 (early bird rate of \$400 until 12/23/2020)
- Both Fairs: \$850 (early bird rate of \$650 until 12/23/2020)

Government Agency/Graduate School/ Charitable Non-Profit 501(c)(3)

- All Majors Fair only: \$300 (early bird rate of \$200 until 12/23/2020)
- All STEM Fair only: \$300 (early bird rate of \$200 until 12/23/2020)
- Both Fairs: \$500 (early bird rate of \$300 until 12/23/2020)

OSU Department

- All Majors Fair only: \$200 (early bird rate of \$100 until 12/23/2020)
 - All STEM Fair only: \$200 (early bird rate of \$100 until 12/23/2020)
 - Both Fairs: \$350 (early bird rate of \$150 until 12/23/2020)
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- Early Registration (October 28, 2020 – December 23, 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.