

Dear Equal Justice Works Employer Participant:

We are honored that you are joining us for the **Equal Justice Works 2011 Conference and Career Fair** taking place Friday, October 21 and Saturday, October 22 at the Washington Marriott Wardman Park Hotel (2660 Woodley Road NW, Washington, District Of Columbia 20008). This memo contains information on the hotel, schedule of events, how to ship your materials and other important information to plan your trip. If you have additional questions, please contact Lauren Fuchs, Law School Program and Member Services Coordinator, at careerfair@equaljusticeworks.org.

EMPLOYER CAREER FAIR SCHEDULE AT A GLANCE

Note: Schedules for students at the Career Fair and the Conference differ and can be found on our [website](#).

Date	Time	Event
Thursday, October 20	5 - 8 p.m.	Employer Early Registration
	7 p.m.	Happy Hour*
Friday, October 21	7 a.m.	Employer Registration Opens
	7:30 a.m.	Career Fair Room Open to Students (Employer Tables Must be Set Up)
	8 a.m. - Noon	Interviews
	Noon - 1 p.m.	Lunch on Your Own
	Noon - 1 p.m.	Employer-only Session on Student Debt Relief Working Lunch (Must RSVP**)
	1 - 3 p.m.	Interviews
	3 - 4:40 p.m.	Table Talk
	4 - 8 p.m.	Interviews
	6 - 7 p.m.	Equal Justice Works Reception
Saturday, October 22	8:30 – 10:30 a.m.	Interviews
	10:30 a.m. - Noon	Table Talk
	Noon - 4 p.m.	Interviews

* Come celebrate the 2011 Career Fair with other employers, Law School Professionals and students at Harry's Pub, conveniently located in the hotel.

** [Click here to RSVP](#) for The College Cost Reduction and Access Act (CCRAA) for Employers Working Lunch. Are your employees worried they won't be able to repay their educational loans? Equal Justice Works Educational Debt Experts explain how your employees can benefit from CCRAA, the most significant law affecting public service in a generation. Learn about Income-Based Repayment, Public Service Loan Forgiveness and other loan repayment assistance programs. *Presented by: Isaac Bowers, Equal Justice Works Educational Debt Relief and Outreach Senior Program Manager; Radhika Singh Miller, Equal Justice Works Educational Debt Relief and Outreach Program Manager*

Equal Justice Works 2011 Career Fair

Employer Memo

Page 2 of 4

LOCATION AND ACCOMMODATIONS

The Equal Justice Works Conference and Career Fair will be held Friday, October 21 – Saturday, October 22, 2011, at the:

Washington Marriott Wardman Park

2660 Woodley Road NW

Washington, District Of Columbia 20008

Phone: 202-328-2000 or 800-228-9290 Fax: 202-234-0015

Check-in time is 4:00 p.m. Check-out time is 12:00 p.m.

Book your guest room by [clicking here](#) (group code: ejwejwa). You may also call the Marriott Reservation Line at (800) 859-8003 or (202) 328-2000 and ask for the "Equal Justice Works" room block. The group rate is \$209.00 exclusive of applicable taxes per night. **Reservations must be made by Friday, September 30, 2011.** A discounted charge of \$9.95 per day for in-room internet will be available for all Equal Justice Works hotel guests. The hotel is located in the eclectic Woodley Park neighborhood, which includes a variety of restaurants and the National Zoo.

ACCESSIBILITY

The Washington Marriott Wardman Park hotel is fully accessible for people with restricted mobility and has guestrooms adapted for wheelchairs. Arrangements for a guestroom that meets your specific requirements should be requested when making reservations with the hotel. If you have a physical challenge that may impact your participation in this event, please contact Lauren Fuchs, Law School Program and Member Services Coordinator, at careerfair@equaljusticeworks.org immediately to discuss accommodations. We cannot ensure the availability of appropriate accommodations without at least two weeks prior notification.

TRANSPORTATION

The hotel on-site parking fee is \$28/day or \$32 for valet. Please note: parking fees are not reimbursable by Equal Justice Works.

The hotel is up the hill from the [Woodley Park-Zoo/Adams Morgan Metro Station](#) on the RED line of the Washington [Metro](#) subway.

Please visit the hotel [Website for directions](#) from area airports, including:

- Ronald Reagan Washington National – DCA (approximately 9 miles; One-way estimated taxi fare: \$30);
- Washington DC Dulles – IAD (approximately 25 miles; One-way estimated taxi fare: \$60); or
- Baltimore/Washington International Thurgood Marshall Airport – BWI (approximately 33 miles; One-way estimated taxi fare: \$65).

This hotel does not provide shuttle service from any of the local airports.

Equal Justice Works 2011 Career Fair

Employer Memo

Page 3 of 4

SHIPPING YOUR MATERIALS

Please note that due to space limitations, we ask that you do not bring oversized banners, posters or other materials that may obstruct neighboring tables.

Please mark boxes as follows:

Washington Marriott Wardman Park
2660 Woodley Road NW
Washington, District Of Columbia 20008

Attn: YOUR NAME and arrival date
Your cell phone number

Please mark the number of boxes on each box (example: Box 1 of 3) to ensure all boxes are received by hotel shipping.

Materials should not arrive at the hotel more than three business days prior to the Career Fair, as you may be charged additional fees by the hotel.

Once you check into the Washington Marriott Wardman Park hotel, please request your boxes at the front desk. You will need to arrange to have the boxes delivered to the ballroom salons where the Career Fair will take place. Equal Justice Works will not be responsible for materials. The ballroom will not be secured, so please do not leave valuables in the Career Fair room.

Your table should be ready to greet students by 7:30 a.m. on Friday, October 21.

Please do not leave any materials after the Career Fair as they will be discarded by the hotel. If you are not staying at the Washington Marriott Wardman Park hotel please send your materials to the hotel where you are staying and use the same format above.

TIPS FOR SUCCESSFUL TABLE TALK

- 1. Prepare a brief "infomercial" about your organization.**
Also be aware of the type of opportunities it offers to students and recent law school graduates.
- 2. Keep the line moving.**
If there is a line at your table, please do not spend more than two minutes chatting with any individual student. If the line is long, consider speaking to two students at a time. Remember that your next best employee could be the last student in line!
- 3. Ask for the résumés.**
Well-prepared students will come equipped with plenty of copies.
- 4. Be ready with a couple of questions.**
Think of what you would ask of qualified candidates and write notes on their résumé regarding their responses.
- 5. Have plenty of business cards and/or materials.**
Most students will request information to take with them and will follow up with an email.

CONFERENCE INFORMATION AND HIGHLIGHTS

The Equal Justice Works 2011 Conference will kick off at 9:00 a.m. on Friday, October 21 with a series of workshops and Keynote by Solicitor General Donald Verrilli. In addition, students have the opportunity to have their résumé reviewed and attend the Networking reception. Please see a complete schedule at our [website](#).

Equal Justice Works 2011 Career Fair

Employer Memo

Page 4 of 4

Thank you so much for your participation in this exciting event. Please feel free to contact us with any additional questions at careerfair@equaljusticeworks.org.

See you in October,

Equal Justice Works 2011 Conference and Career Fair Team