Dear Colleagues:

The Study Abroad Center at the University of California, Irvine (UCI) invites you to participate in the GO ABROAD FAIR on Thursday, October 20, 2016 from 10:00 a.m. until 3:00 p.m. The fair will be located on UCI’s most popular pathway otherwise known as Ring Road. The fair will span the Ring Road from our office building, Student Services II (building #105 on the campus map), to the Langson Library (building #102 on the campus map).

Please read all of the below carefully.

What’s Included

- **Convenient parking location!** Parking is available in the Student Center Parking Structure (SCPS). See next page for important details on “parking”.

- **Continental Breakfast!** Arriving early? Visit our office for coffee, tea, and light refreshments. (Student Services II, Room 1010AB. Building #105 on the campus map)

- **FREE Wi-Fi!** Need to stay connected while at the fair? UCI now has free visitor access to the web. Be sure to register the day of the fair: [http://www.oit.uci.edu/mobile/registration.html](http://www.oit.uci.edu/mobile/registration.html)

- **Social Media Promotion!** We’re on Facebook, Twitter & Instagram! Like us: [www.facebook.com/anteatersabroad](http://www.facebook.com/anteatersabroad)
  Follow us: [http://twitter.com/#!/UCI_StudyAbroad](http://twitter.com/#!/UCI_StudyAbroad) & [https://instagram.com/uciabroad/](https://instagram.com/uciabroad/)

  In addition, we will promote the fair via flyers/signs, electronic marquees, tabling, and good old-fashioned email.

Important Details

- **Parking:** If you are driving, you should park in the Student Center Parking Structure (SCPS) located on the corner of W. Peltason Drive and Pereira Drive directly across from the UCI Student Center (building #113 on the campus map). When you arrive at the parking lot you will see a parking attendant. Give the attendant your name and you will receive a parking permit for the day. **Note:** one non-refundable parking permit is already included in your
registration fee. In the online Registration you can opt to pay for additional parking permits, if needed.

- **Materials:** Just a reminder – we do not provide unloading and transportation services. Please be sure to pack light or bring a rolling cart. You can always mail your materials to us ahead of time. Just be sure to mark your **Provider Name** and **Go Abroad Fair** on the boxes. After the fair, any remaining materials can be taken home with you or they will be recycled. Please plan accordingly. **The Study Abroad Center does not provide name-tags.** If you would like to display your name & organization, we highly recommend bringing a name-tag with you.

- **Provider Check-in:** On the day of the fair, you should make your way to Student Services II, Room 1010 (building #105 on the campus map) to check-in. If you are unable to locate the office building, ask anyone with a Study Abroad Center nametag and t-shirt or look for our “Study Abroad” booth, which will be located right in front of our building.

- **Student Check-in & Student Lists:** We will have a “Student Check-In” at the fair, where students can provide their information electronically. This will serve the dual purpose of letting us know how many students attend the fair as well as ensure that students can receive information about abroad opportunities in the future. Please be sure to refer your students to our check-in booths so that we can collect their information. **Note:** If you would like to collect data from those students who visit your table for your own records, please bring your own sign-in list. **We may request to make a copy at the end of the fair.**

- **Tables:** Display tables this year will be assigned. You will find out your table assignment when you check-in the day of the fair. Please bring an identifying banner to use on or at your table, as no identification signs or banners are provided for participants.

- **Umbrellas:** We will provide umbrellas to protect you from the Southern California sun. Even so, don’t forget your sunblock, sunglasses, hat or visor for those times you’ll be out of the shade.

- **Lunch/Food Service:** Your registration fee includes lunch for one representative. In the Final Registration online you can opt to pay for additional lunches if you like. We will be delivering lunch to your table for your convenience at around 12pm.

- **Student Worksheets:** All students have access via the web to a **Program Comparison Worksheet** that allows them to compare abroad programs based on the 5C’s: Courses, Criteria, Cost, Calendar, and Community. We will also hand these worksheets out to students who visit the **“Student Check-In”** booth mentioned above.

- **Provider Evaluations:** We will use the Survey Monkey tool to create and collect evaluations for this year’s fair. Please check your email 1-2 days after the fair and complete the short survey as instructed. Your feedback is greatly appreciated and can help us improve our fair!

- **Rainy Day Plan:** In case of rain we will proceed with the fair by moving into several rooms in the Student Center, building #113 on the campus map. The rainy day plan will require sharing tables, in which case we know you will make good use of your cross-cultural skills (flexibility, adaptability, sense of humor, warmth in human relationships, etc.).
Online Registration

The online Registration must be completed and payment of $115.00 must be postmarked to the Study Abroad Center by Friday, September 30, 2016.

Late Fees: If online Registration is completed after and/or payment is post-marked after Friday, September 30, 2016 a $25 late fee will be charged. Note: We may not be able to accommodate any online Registration that is completed and/or payment postmarked after October 6, 2016.

Accommodations, Transportation, & Maps

Accommodations & Transportation
There are numerous local accommodation options available for all budgets. There are also a variety of options for getting to and from the UC Irvine campus. For more details, check out the UCI Visitors web page at: http://www.uci.edu/visit/.

Maps
You can access various maps that will help you find your way around Orange County and UCI at: http://www.uci.edu/visit/maps.php

• When looking at the Main Campus map:
  - Parking is at D-6 in parking lot #1.
  - The Fair location is at D-5, and spans Ring Road from building #105, Student Services II, to building #102, Langson Library.

We look forward to welcoming you to UCI. Please do not hesitate to contact us if you have any questions or concerns.

Kind Regards,

UCI’s Study Abroad Center Staff

PLEASE RETAIN THIS LETTER FOR THE FAIR!