



# INTERNSHIP & CAREER

# EXPO



**Thursday, February 15th, 2024**  
**Addition Financial Arena**  
**1pm-6pm**

University of Central Florida (UCF) Career Services and Experiential Learning is pleased to invite you to recruit on our campus at the **Spring 2024 Internship & Career Expo** on **Thursday, February 15, 2024** from **1:00 PM to 6:00 PM** in the Addition Financial Arena.

Yes – you read that right! This is your one-stop-shop to recruit for internship and full-time opportunities!

*Space is limited. Registration closes on ~~Thursday, January 4, 2024~~ Thursday, January 11, 2024, or when the event is sold out.*

**WHY RECRUIT AT UCF?** UCF is an emerging preeminent research university located in metropolitan Orlando, one of the most popular regions in the world. With more than **68,000 students**, UCF is the largest university by enrollment in Florida and one of the largest universities in the nation.

- UCF is the largest university by enrollment in Florida with **68,442** students
- **More than 20%** are [first-generation college students](#)
- **49.1%** of UCF's students are a member of a traditionally underrepresented group
- We offer **240** degree programs across **13** different colleges
- UCF ranks second in Florida with **367** National Merit Scholars enrolled.
- UCF is proud to be a [Hispanic Serving Institution \(HSI\)](#), with a **28.2%** Hispanic student population

*Source: <https://www.ucf.edu/about-ucf/facts/>*

This university-wide event is **open to all UCF undergraduate and graduate students from all majors**. Attendance at our last event exceeded 3,000 students and alumni seeking internships as well as full-time professional positions.

**[TO RESERVE YOUR SPACE, CLICK HERE!](#)**

## **DATES, DEADLINES, & FEES**

**Refund Request Deadline:** ~~Wednesday, December 20, 2023~~

**Registration & Payment Deadline:** ~~Thursday, January 4, 2024~~ extended to **Thursday, January 11, 2024**

*\* See Payment Information below for details regarding refunds and cancellation policy.*

*(continued on next page)*

## **STANDARD REGISTRATION FEE**

Registration fee: **\$958.50 per table** (3 representatives included)

- Includes Refreshments & Parking
- See below for Display/Booth Information

Additional Representative:

\$53.25 (1 additional representative allowed per table)

Electricity

\$106.50 per table

### **\*TAX-EXEMPT REGISTRATION FEE (GOVERNMENT/NON-PROFIT AGENCIES)**

Registration fee: **\$700.00 per table** (3 representatives included)

- Includes Refreshments & Parking
- See below for Display/Booth Information

Additional Representative:

\$50.00 (1 additional representative allowed per table)

Electricity

\$100.00 per table

\*Florida DR-14 Tax-Exempt Form must be provided in order to receive the tax-exempt rate. Forms should be emailed to [csevents@ucf.edu](mailto:csevents@ucf.edu).

### **PAYMENT INFORMATION**

Any existing registration with an unpaid balance as of ~~Thursday, January 4, 2024~~ **Thursday, January 11, 2024**, will be canceled. Failure to pay the registration fee will result in your registration being canceled.

\*Registrations canceled at any time are subject to a \$25.00 cancelation fee. Registrations canceled after Wednesday, December 20, 2023 will not be refunded.

### **DISPLAY/BOOTH INFORMATION**

Displays must fit within the 6ft x 30 in. table dimensions. This includes elements of the display that may extend beyond the prescribed space limitations. If more space or reps are needed, companies are encouraged to purchase an additional table. For more information, please contact [csevents@ucf.edu](mailto:csevents@ucf.edu).

To ensure your participation and inclusion in all related publicity, please submit your registration by the registration deadline. Changes to your registration must be submitted in writing to [csevents@ucf.edu](mailto:csevents@ucf.edu) **no later than ~~Thursday, January 4, 2024~~ Thursday, January 11, 2024**. No changes will be made after this date.

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**UCF Career Services & Experiential Learning** help employers and community partners access talented people to meet their workforce needs.

- To learn about the [Career Services Sponsorship Program](#), contact Ivana Krkljus ([Ivana.Krkljus@ucf.edu](mailto:Ivana.Krkljus@ucf.edu)).
- To find out more about the [Knight Shadow](#) job-shadowing program, contact Sandra Leon-Barth ([Sandra.Leon-Barth@ucf.edu](mailto:Sandra.Leon-Barth@ucf.edu)).

We look forward to having your organization participate in the **Spring 2024 Internship & Career Expo**. We will do our best to ensure that your visit will be an enjoyable and worthwhile experience. Please don't hesitate to contact us at the information listed below with any questions or concerns.

Sincerely,

[UCF Career Services](#)

[csevents@ucf.edu](mailto:csevents@ucf.edu); [erica.hutton@ucf.edu](mailto:erica.hutton@ucf.edu)

[UCF Experiential Learning](#)

[sandra.leon-barth@ucf.edu](mailto:sandra.leon-barth@ucf.edu)

UNIVERSITY OF CENTRAL FLORIDA