

EXHIBITS/JOB FAIR/RESUME BOOK

Soliciting Exhibitors and Job Fair Vendors is entirely the responsibility of the SDPCHost. Any company who makes a sizeable donation to the SDPC should also be given exhibitor/job fair space.

Sample letters used by Mr. Keith Conaughty at the 2000 Job Fair are enclosed. You will need to start talking with companies about this ASAP.

NOTE: LESSONS LEARNED ... PALM BEACH SECTION 2001 SPDC/RAC

Be sure to maintain **ONE MASTER LIST** of all companies (and the person being contacted within the company) being solicited for donations, exhibits, job fair, sponsorships, whatever. Who was contacted, and when and how they were contacted should be noted (along with address and telephone numbers). **No letter, fax, email or telephone call should be initiated without first checking COMPANY status on the Master List.**

Case in point: A company received a letter (with follow up call from a member) soliciting donations for the SPDC (a major perk of being a donor being that they would get free exhibit space) this company told the SPDC host they we're going to donate \$1000. Great ... well not so great ... they got another letter (from another person) stating they could exhibit for \$500.

The company did not pull their donation, however, our host was very embarrassed and the company went for the \$500 space rather than the \$1000 they had originally promised to donate.

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 SPDC

The Job Fair was held in two parts, before and after lunch. Both the students and the engineering community were invited to both. The company interviewers were treated to lunch with the students.

Solution: The only change I would recommend would be to have the hour before lunch set for students only. Then have lunch with the interviewers and then invite the engineering public in after lunch.

Finally, on the Job Fair. The Job Fair was probably the best thing that happened at the SPDC. (I have spoken to several students that received and are taking the jobs that were offered here.) This will bring young, active, ambitious members to your section, which means they will want to replace you in time.

Solution: Let them!!!

EXHIBITS/JOB FAIR/RESUME BOOK

ASME Logo Stationery

Your Section Name and return mailing address

Date

Name & Address

Dear:

The Canaveral Section of ASME, in conjunction with our student chapter, (The Florida Institute of Technology) is hosting the District # Student Professional Development Conference (SPDC). District # encompasses all the Southeastern states and over 20 different colleges and universities. The SPDC is a gathering of undergraduate and graduate students that come together for leadership training, tours of local industry, presentation of technical papers and design contests. The winners of these various competitions go on to the National ASME Conference.

The SPDC will be held at the Doubletree Oceanfront Hotel in Cocoa Beach from April 6-9, 2000. This year's SPDC promises to be the best ever held in District # and will have well over 200 of the Southeast's best, brightest, and most professional mechanical engineering students. The SPDC will cost in the neighborhood of \$25,000. Any funds donated will be used to offset the registration fees for the students. It is our goal to raise approximately \$12,000 to allow for a 50% cost reduction for the students.

The Canaveral Section is asking for your company's help in any of 3 areas: become a **Corporate Sponsor**, send a representative to the Mechanical Engineering **Job Fair** and/or send an Engineering Manager to participate in the "**Engineering Panel Discussion**."

Corporate Sponsorship Opportunities:

- | | |
|-------------------------|---|
| \$2000 or more | Receives a full page ad in the published agenda
Acknowledgement as a Banquet Sponsor |
| \$1000 to \$1999 | Receives a 1/2 page ad in the published agenda
Acknowledgement as a Luncheon Sponsor |
| \$500 to \$999 | Receives a 1/4 page ad in the published agenda
Acknowledgement as a Breakfast Sponsor |
| \$500 or less | Receives a business card sized ad in the published agenda
Acknowledgement as an Afternoon Break Sponsor |

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Engineering Job Fair Participants:

Friday, April 7, 2000, 11:45 to 1:45, open Job Fair for one hour and then interviewers are invited to have lunch (at no cost) with the SPDC attendees. Rooms for extended interviews will be available if desired. This is the perfect opportunity for local companies to gain exposure to mechanical engineering students that have leadership experience. The typical student that attends these conferences are the best in their fields and are active in leadership roles at their universities.

Engineering Discussion Panel Participants:

Friday, April 7, 2000, 10:45 to 11:45. For this event Engineering Managers will have a panel discussion with their peers from different companies about the current status of the Space business and field questions from the SPDC attendees.

Sponsor Representatives, Job Fair Participants and Discussion Panel Members are encouraged to come early and enjoy the Student Design Contest, poster displays and Old Guard Oral Competitions. The contests begin at 8:30 AM on Friday and at 8:00 AM on Saturday.

Any donation that your company is able to provide will be greatly appreciated and will aid us in providing our ASME district with a great 2000 SPDC.

Please make checks payable to: ASME, Canaveral Section

Mail to: ASME Canaveral Section; Keith S. Conaughty,
1835 S. Atlantic Avenue, #801, Cocoa Beach, FL 32931

If you have any questions or would like to volunteer for the Job Fair or Engineering Panel Discussion please do not hesitate to contact me at keith.s.conaughty@lmco.com or by phone at (office) 853-4875 or (home) 868-0118.

Thank you for your consideration of these requests. Someone from our organization will be calling you in the coming days to answer any questions you might have. If you are not the appropriate contact in your organization, please forward this request.

Sincerely,

Keith S. Conaughty, P.E.
Chairman, Canaveral Section

EXHIBITS/JOB FAIR/RESUME BOOK

ASME Logo Stationery

Your Section Name and return mailing address

March 29, 2000

Mr. Jim Sweeney
Hydro Aluminum Corp
100 Gus Hipp Blvd
Rockledge, FL 32955

Dear Mr. Sweeney:

This is a confirmation letter and request for payment for your support of the District #, Student Professional Development Conference (SPDC) that the Canaveral Section of ASME, in conjunction with our student chapter (The Florida Institute of Technology) is hosting. The SPDC will be held at the Doubletree Oceanfront Hotel in Cocoa Beach from April 6-9, 2000.

I would like to personally extend my gratitude and thanks to you and your organization for supporting such a fantastic organization and group of students that will be represented at the SPDC. Per our phone conversations and email correspondence, we are anticipating your support in the following areas:

Corporate Sponsorship in the amount of **\$2000** for which your organization will receive a **full page** ad in the published agenda and acknowledgement as a **Banquet Sponsor**.
(Please make payment on or before April 7, 2000)

Engineering Job Fair Participants:

Your organization will be providing a booth/table top display on Friday, April 7, 2000. **Please be set up in the Discovery room by 10:30 AM.** At 11:45 AM the student Job Fair will start and last for one hour and then interviewers are invited to have lunch (at no cost) with the SPDC attendees. A room will be provided for extended interviews. **After lunch the Job Fair will resume from 2:00 - 4:00 PM, where the Canaveral Senior Section of ASME and other engineering professionals will be invited.**

Engineering Discussion Panel Participants:

Jim Sweeney or Mechanical Engineer from your organization will sit on our discussion panel. Participants are requested to be on site by 10 AM for set up and organization. The Engineering Discussion Panel will occur on Friday, April 7, 2000, from 10:45 to 11:45

Please make checks payable to: ASME Canaveral Section
Please mail to: ASME, Canaveral Section
1835 S. Atlantic Avenue, #801
Cocoa Beach, FL 32931

If you have any questions please do not hesitate to contact me at keith.s.conaughty@lmco.com or by phone at (office) 853-4875 or (home) 868-0118. Again, thank you for your support.

Sincerely,

Keith S. Conaughty, P.E.
Chairman, Canaveral Section

EXHIBITS/JOB FAIR/RESUME BOOK

RESUME BOOK

Resumes from Student Members and Graduate Student Members within district.

SPDC Host Responsibility

Advise headquarters at least 2 weeks prior to the SPDC how many exhibitors/job fair vendors will be at the conference.

Note: Host may also sell resume books (for example ... no don't want to exhibit but they might be willing to buy a resume book; contact Human Resource department at companies advertising in local and regional newspapers (the want ads for most newspapers are on the web) Do not contact HR department at any company you have or will be soliciting as a potential donor / advertiser / exhibitor / sponsor.

RESPONSIBILITY OF ASME Headquarters

- Send announcement to all students in district that a combined Resume Book will be distributed to exhibitors/vendors at the SPDC and advising interested students how, where, and when to submit resume for inclusion.
- Assemble books and ship appropriate number to SPDC host for distribution.

Sample

Southeastern Region XI
Resume Submittal Form

Deadline: February 10, 2003

Yes, Please include my resume in the 2003 SPDC "Resume Book"

Name _____
University _____
Member Number (Required) _____
Email Address _____
Category (Select One) _____
 ___ Graduate Student (MS or Ph.D. in 2002)
 ___ Graduating Senior (BS in 2002)
 ___ Summer Job/Internship

Submit this form along with 100 copies of your resume

TO:

ASME Southern Field Office
Attn: Region XI SPDC Resume Book
1950 Stemmons Freeway, Suite 5068
Dallas, TX 75207

Notes:

All resumes must be in English
All resumes must fit on 1 sheet of paper.
All resumes must be on white paper. No colored paper accepted.