



A Guide for Designers, Technicians and Production Management

Saturday, Nov 10 2018 10:30 am - 6 pm
Sunday, Nov 11 2018 8:30 am – 1 pm

HOW does it work?

Pre-Registration for Applicants: Applicants will pre-register and apply online. Upon arrival, candidates are to check-in at the registration desk to receive program materials. The registration desk will be open at 7:00 am Sat. 10th and students will have until 9am to set up their display table.

Registration for School Representatives: Representatives will pre-register online to participate in the auditions and interviews. Representatives will receive the final schedule and details via email prior to the event. Upon arrival, representatives are to check-in at the registration desk to receive Audition/Interview materials.

LiNK Technician and Designer Interviews:

Scheduling: Interviews will start at 10:30 am Sat. morning and will be scheduled in 15 minute increments. A bell will ring every fifteen minutes to keep the process on schedule. The candidates and interviewers will be supplied with sign-up sheets to keep record of appointment times and breaks.

Before Interviews: Candidates will have time to set up displays prior to interviews. Each prospective student will be assigned a 6' wide by 3'deep table. No display may exceed 8' in height or have a footprint bigger than 6' by 3'. Power will be available throughout the room but the candidate is encouraged to bring an extension cord and plug-in strip etc. if desired. There will be an interview briefing prior to starting. The student briefing is scheduled for 9:00 a.m. to 9:15 a.m. in the Mansfield Ballroom. Faculty will have a walk-through of student displays from 9:15 am to 10:15 am in the Mansfield Ballroom. (Interview Room).

Interviews:

- A. **Getting Started:** Immediately following the student briefing, representatives will have one hour to review candidates work and sign-up for an interview time at the candidates display table. Students will have one half hour, from 10 am – 10:30 am to compose themselves before meeting their first interviewer, at their display table, at 10:30am.
- B. **Timing:** Students and representatives will have fifteen minutes to talk one-on-one to discuss career goals, academic programs and professional advancement opportunities.
 - Representatives will move from candidate to candidate to conduct the interviews. Representatives are encouraged to bring informational materials, business cards and any other items they would like to present or give to the students during the interview.
- C. **Breaks:** Each representative and student will have regularly scheduled breaks throughout the day.

Onsite Assistance: There will be event staff onsite floating around the interview room to assist participants with anything they may need.

After Interviews: Interviews continue until participants have met with everyone on their schedules. If a student does not receive an opportunity to meet with a particular school of their interest, they will have time at the Saturday evening *Wine-Down* reception to network and follow-up with Programs of their choice.

