

Boston University College of Arts & Sciences
Department of Computer Science
665 Commonwealth Avenue
Boston, Massachusetts 02215
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www.bu.edu/cs



September 25, 2023

Dear Employer/Agency:

We cordially invite you to participate in CS Day with the BU Department of Computer Science on **Tuesday, October 31, 2023, 11 a.m. to 4:30 p.m.**, at the George Sherman Union Metcalf Ballroom at 775 Commonwealth Ave, Boston, MA 02215.

The BU Department of Computer Science is the largest department in the Boston University College of Arts and Sciences with over 1500+ undergraduates, 250+ masters, and 100+ doctoral students. Our event will host over 30 corporate, government and nonprofit agencies to promote their summer jobs, internships, career opportunities to our students.

Please refer to the following itinerary to plan your participation for our fair:

10:00 - 11:00 AM: Recruiter check-in, booth set-up, coffee and snacks

11:00 - 12:00 PM: Lunch for employers

12:00 PM - 4:30 PM: Career Fair

Participants are charged a fee for their table and registration. Fee includes a 6' table, two chairs, refreshments, and lunch for two (2) recruiters. The fees cover the cost of CS day and any additional funds are put towards our diversity, equity and inclusion efforts. The employer registration fee is dependent on the size of the employer. Employers with over 100 employees are charged \$500.00 and employers with under 100 employees are charged \$250.00.

Employers interested in attending the career fair should email a confirmation of the participation to the Department of Computer Science Communications and Outreach Manager Natasha Patel via email no later than October 15, 2023. Booths will be reserved on a first come, first served basis. A prompt response will ensure you a booth reservation and maximum publicity of your participation. Once you have communicated your interest to the department, we will arrange your registration and payment.

Sincerely,

A handwritten signature in black ink that reads "Natasha Patel".

Natasha Patel

Manager of Communication and DEI Outreach
Department of Computer Science
665 Commonwealth Ave
nashapat@bu.edu