

Midwest Region – NBLSA
Minority Recruitment Conference
P.O. Box 12513
Toledo, OH 43606-9998

Email: MWBLSAjobfair2008@gmail.com

Fax: 312-284-6094

National Black Law Students Association

Midwest Region

Minority Recruitment Conference

Student Registration Packet

Contact: MWBLSAjobfair2008@gmail.com

Dear Midwest Regional NBLSA Student,

We are excited to announce the beginning of registration for the Twenty-Second Annual NBLSA-Midwest Regional (MWBLSA) Minority Recruitment Conference, hosted by the Cleveland-Marshall College of Law BLSA Chapter. We have invited employers who are committed to minority recruitment, hiring, and retention, as well as those who are willing to consider a wide variety of credentials as indicators of qualified potential employees. Our Recruitment Conference provides a venue for legal employers to interview minority law students and be a part of seminars and networking events during the conference weekend. Although we invite and strongly encourage employers and students from across the nation to participate in the Recruitment Conference, our primary focus is to bring Midwestern legal employers together with students of color from over forty law school across the Midwest.

This year's Recruitment Conference will be held Friday, August 15, 2008 – Sunday, August 17, 2008 in Cleveland, Ohio. As in the past, this year's Conference is organized entirely by students. The Conference has brought together over 600 different employers and thousands of law students over the past twenty years. Last year we hosted over 40 legal employers and over 100 students from law schools in the Midwest Region. The 2008 Conference will be even larger! Please review this packet and register quickly! Registration is NOW OPEN and will conclude on July 27, 2008*. We look forward to a great conference and hope to see you there.

Best regards,

Erick Tyrone

Midwest Regional Chair

National Black Law Students Association

Erick.tyrone@gmail.com

Troy Ezell

Recruitment Conference Coordinator

Midwest Region

tezell@law.csuohio.edu

Tamera Thomas
Recruitment Conference Corporate Relations Director
Midwest Region
TNThomas2007@aol.com

Karl Riley
Director of Corporate Relations
Midwest Region
Riley.karl@gmail.com

TRAVEL & ACCOMMODATIONS

We have reserved a block of rooms for students at the host hotel. Please say "NBLSA – Midwest Region Recruitment Conference" so that you may participate in all conference events, all students are encouraged to book a room for Friday AND Saturday night as we will have a dinner and social activities on Saturday, August 16.

PLEASE BE ADVISED, EMPLOYERS WILL ALSO BE USING THE RESERVED BLOCK, SO PLEASE REGISTER EARLY IN ORDER TO ENSURE THE RATE!!

Host hotel information -

Cleveland Marriot Downtown at Key Center 127 Public Sq. Cleveland, Ohio 44114 (216) 696 - 9200

MWBLSA Recruitment Conference Rate: \$109/per night

On-site Parking: \$7 per day, with IN/OUT privileges if charged to hotel room

Internet: \$8.95 For ALL WEEKEND use

MWBLSA Recruitment Conference Rate is available until August 8, 2008.

Check-In: 4:00 PM Check-Out: 12:00 PM

Services & Amenities

- Near Progressive Field, and Rock and Roll Hall of Fame
- All 400 rooms feature flat-screen TVs, luxurious bedding, and wireless high-speed Internet access.
- Luxury bedding: down comforters, cotton-rich linens and down pillows

^{*}Airport information, directions to the hotel and other Cleveland information will be sent to you after your registration is complete.

Student Registration Instructions

- 1. If you are a member of a NBLSA Chapter, to register for the Midwest Recruitment Conference or any other NBLSA Job Fair visit: https://law-nblsa-csm.symplicity.com/
 - a. From the home page, click on 'Students/Alumni'.
 - b. Click on the 'Register' button to set up a username and complete your student profile. You must include a valid email address during the registration process. Please click on the 'Yes' button to be included on the Recruitment Conference email list (to ensure notification of newly added employers) AND the Resume book (to increase your opportunity of receiving interviews).
- 2. After completion, you will receive email verification at your address provided.
 - a. Click on this link to verify your email address.
- 3. Within 24 to 48 hours, you will be sent a **CONFIRMATION** email approving you to use the online system. Immediately after you have received your approval email, you may login to the online system. **NBLSA Members, proceed to STEP 4.**
 - a. If your approval is DENIED, please contact the Recruitment Conference Coordinator immediately at MWBLSAjobfair2008@gmail.com. If you are not a member of a NBLSA Chapter as of May 1, 2008 you will not receive approval to use the online system. After signing up for a username, please follow the instructions below for Non-Member registration immediately following this section so that we can complete your registration and get you approved to use the online system.
- 4. Once you are confirmed, go back to: https://law-nblsa-csm.symplicity.com/.
 - a. From the home page, click on 'Students/Alumni'.
 - b. Use the credentials that were sent to you to log in on the Symplicity Home Page.
 - c. Click on the 'Profile' tab, and make sure your information is correct.
- 5. You are now ready to upload your resume! Click on the 'DOCUMENTS' tab on your home page.
 - a. You may add your resume as a *.doc or *.pdf document. The online system will automatically convert your uploaded resume to PDF. You may view or edit your resume as often as you like until July 27, 2008*.
- 6. From your home page, click on the 'Job Fair Program' tab on the top. Make sure the 'Mid-Western Regional Job Fair (August 16, 2008)' in order to view all the employers that will be at the event. You may register for other Recruitment Conferences as well, but make sure you have the correct information by contacting the respective Recruitment Conference or Job Fair Coordinator through www.nblsa.org.

- 7. Place your bids in order of preference. (Please be advised more employers may be added daily, so please review this site constantly.
- 8. *IMPORTANT* After you have completed the Symplicity process, you must send an email to MWBLSAjobfair2008@gmail.com following the directions below to complete your registration. This is so that we do not inadvertently miss your registration and can add you immediately to the MWBLSA Recruitment Conference distribution list.
 - a. **Subject Line**: Student Registration Confirmation
 - b. Body of email: Include your name, email address and school and the following message: "I have registered online for the MWBLSA Recruitment Conference. Please add me to your distribution list."
- 10. Beginning July 20, 2008*, you may view and select up to 15 employers with whom you would like to interview.
- 11. The bid process will conclude on July 27, 2008*.
- 12. The employer selection period is from July 28, 2008* to August 1, 2008*.
- 13. Once the selection period ends, an interview schedule will be generated and distributed to you no later than August 4, 2008*. Instructions for cancellation will be sent to you along with the bidding instructions.
- 14. Please be advised that we will NOT BE REGISTERING MEMBERS TO PARTICIPATE ON THE DAY OF THE RECRUITMENT CONFERENCE.

3 '

^{*}The dates listed above are tentative and subject to change as necessary.

Non-Member Registration

Law students who are not dues-paid members of a NBLSA Chapter are welcome to participate in the MWBLSA Recruitment Conference. Please follow the instructions below to register.

- 1. If you are not a member of a NBLSA Chapter, there is a \$50 Registration Fee to participate in the MWBLSA Recruitment Conference.
- 2. After you have set up a username on the Symplicity system, please complete the enclosed Non-Member Registration Form and mail it along with your check for \$30 to:

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- 3. When your registration is received, we will send your name and email address to the webmaster so that you can be approved to use the online system. You should receive an email confirmation alerting you that you are now approved to use the online system.
- 4. You may proceed with the student registration **STEPS 4-7**. Non-Members are not required to complete Step 8 since we already have you in our system.

Remember, if you have any problems registering or have any questions, contact the Recruitment Conference Coordinator at MWBLSAjobfair2008@gmail.com. We are here to help you and make your experience as exceptional as possible.

National Black Law Students Association - Midwest Region 22nd Annual Minority Recruitment Conference Non-Member Student Registration

*Registration DEADLINE July 27, 2008

Student Information - (PRINT)		
Student Name		
Address		
City	State	Zip
Phone Number	Fax Number	
E-mail Address		

*The Recruitment Conference Coordinator will send all conference communication to the email address listed on this form.

Status ((Check All that apply)
	2L (student interviewing for Summer 2009 positions)
	3L (student interviewing for permanent position to begin in 2009)
	LLM Candidate

Registration Fee

Non-NBLSA Member \$50.00

Make checks payable to:

Midwest Region Black Law Students Association

Registration fees are non-refundable after July 27, 2008.

Mail Registration to:

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