2018 Midwest Diversity Career Fair

Co-Hosted by:
The Midwest Region of the National Black Law Students Association &
The Cleveland Metropolitan Bar Association

The CMBA Conference Center
Friday, August 24, 2018

Employer Registration opens on June 28 and closes on July 27
Greetings,

On behalf of the Midwest Region of the National Black Law Students Association (MWBLSA) and the Cleveland Metropolitan Bar Association (CMBA), we cordially invite you to participate in the 2018 Midwest Diversity Career Fair. The Career Fair will be held on Friday, August 24, 2018 at the CMBA Conference Center, located at 1375 East 9th Street, 2nd Floor, Cleveland, Ohio 44114.

The National Black Law Student Association was established in 1968 and is the largest student-run organization in the United States, with over 200 chapters at law schools throughout the country and more than 6,000 active members. The Midwest Region is comprised of fifteen states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and Wyoming.

The CMBA serves as the center for legal professionalism in the greater Cleveland region, and leverages the talents of its world-class legal community to serve those in need through a variety of pro bono and community service programs. A core value of the CMBA is its commitment to promote diversity and inclusion within the legal profession, justice system and the wider community. Our Diversity and Inclusion Committee provides oversight of the CMBA’s diversity and inclusion initiatives including the operation of several diversity pipeline programs that connect students from high school through law school into the legal profession.

The most successful legal employers recognize the importance of recruiting, developing, and retaining diverse attorneys. The 2018 Midwest Diversity Career Fair provides an excellent opportunity for employers to recruit diverse students and licensed attorneys who will become significant contributors to both the legal community and to the future success of participating employers. The Career Fair offers employers access to our expansive network of NBLSA students and members, and diverse law students and graduates from across the Region, who will bid for opportunities to engage with represented employers. Our team is working tirelessly to organize an effectual and sound event so employers may efficiently identify candidates who fit their unique work environments.

If you are interested in participating in this year’s Career Fair, please visit https://law-nblsa-csm.symplicity.com/employers/ to register, and make your payment to the CMBA using the attached employer registration form. Registration for employers will begin Thursday, June 28 and end on Friday, July 27 to allow ample time for students to bid on employers and for employers to select applicants they wish to interview. We also have various sponsorship opportunities if you are interested in providing monetary or in-kind support to the Midwest Diversity Career Fair.

If you have any questions or concerns, feel free to contact Mary Groth at mgroth@clemetrobar.org or call her at 216.539.5975. We look forward to your participation in this year’s Career Fair!

Sincerely,

Gregory G. Guice
Vice President of Diversity & Inclusion
Cleveland Metropolitan Bar Association

Adrienne Turner-McGowan
2018-19 Midwest Regional Chair (MWBLSA)
Loyola University School of Law
J.D. Candidate, Class of 2019
Email: midwest@nblsa.org
**Employer Registration Information**

The Career Fair will enable employers to participate in as many as seventeen, twenty-minute interviews that will take place with a five-minute break between each interview. A maximum of two representatives per employer may attend.

**How to Register - Two Easy Steps**

1. Employers must register by completing and returning the Registration Form below to the CMBA, Attn: Kris Wisnieski. You can include payment or request an invoice.

2. Employers then must register for the Career Fair using Symplicity to manage the interview process [https://law-nblsa-csm.symplicity.com/employers/](https://law-nblsa-csm.symplicity.com/employers/) *(Registration opens June 28, 2018)*

**Registration Fee**

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<thead>
<tr>
<th>Employers</th>
<th>Full Day</th>
<th>Half Day</th>
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<tbody>
<tr>
<td>100+ Attorneys</td>
<td>$500</td>
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**Key Dates**

- **Thursday, June 28:** Employer Registration Opens
- **Friday, July 27:** Employer Registration Closes
- **Monday, July 30:** Job Seeker Bidding Begins
- **Friday, August 10:** Job Seeker Bidding Ends
- **Monday, August 13:** Employer Selection period begins
- **Friday, August 17:** Employer Selection period ends
- **Monday, August 13 – Friday, August 17:** Job Seeker Interview Acceptance Period
- **Saturday, August 18 – Sunday, August 19:** Alternative Job Seeker Interview Acceptance Period
- **Monday, August 20:** Final Interview Schedule sent to Employers
- **Friday, August 24:** Career Fair/Interviews

**August 24 - Schedule of Events**

- **Thursday, August 23:** 3:30 p.m. – 5:30 p.m. Employer Access for Set-Up *(Optional)*
- **Friday, August 24:**
  - 7:30 a.m. – 9:00 a.m. Job Seeker/Employer Check-in Open
  - 7:30 a.m. – 9:00 a.m. Continental Breakfast available
  - 9:00 a.m. – 12:00 p.m. First Half of Employer Interviews
  - 12:00 p.m. – 1:00 p.m. Lunch
  - 1:00 p.m. – 5:00 p.m. Second Half of Employer Interviews
  - 5:00 p.m. – 6:30 p.m. Post Interview Reception at CMBA
  - 8:00 p.m. – 12:00 a.m. Informal Networking, Reception & Night Out in Cleveland *(location TBD)*
SPONSORSHIP OPPORTUNITIES

We have a variety of sponsorship opportunities available for your firm or organization to highlight its commitment to diversity by supporting MWBLSA, CMBA and their initiatives. These opportunities can be tailored to achieve the needs and desires of your organization. Sponsorship opportunities will be given on a first-come, first-served basis.

To learn more about the sponsorship levels, please contact Mary Groth at the CMBA at mgroth@clemetrobar.org or call her at 216.539.5975.

**Midwest Diversity Career Fair Title Sponsor** - $1,500

- Exclusive signage at the Career Fair
- Inclusion in all Midwest Diversity Career Fair marketing materials and press releases
- Recognition on the CMBA and MWBLSA regional websites
- Distribution of your organization’s materials to Career Fair attendees
- Includes employer registration fee
- Includes full day table

**Gold Level Sponsor** - $1,000

- Distribution of your organization’s materials to Career Fair attendees
- Includes employer registration fee
- Includes full day table

**Silver Level Sponsor** - $750

- Distribution of your organization’s materials to Career Fair attendees
- Includes employer registration fee
Helpful Information

- All registration fees should be postmarked no later than August 24 and are **non-refundable**
- Employers will be assigned an interview space and table by the Career Fair committee
- All interviews will take place at the CMBA
- Please let us know in advance if you require any special arrangements or have dietary restrictions
- Over 6,500 NBLSA members will have access to the Midwest Diversity Career Fair
- Students will be limited in the number of bids they can submit to employers
- If an employer’s primary interviewer cannot attend, an employer may provide an alternate interviewer by notifying the CMBA via email to Kris Wisnieski at kwisnieski@clemetrobar.org

Disclaimer

By registering for the 2018 Midwest Diversity Career Fair, an employer is obligated to participate unless written notification is given to the CMBA NO LESS THAN TEN (10) DAYS BEFORE THE CAREER FAIR. Notice of cancellation must be emailed to kwisnieski@clemetrobar.org and will be acknowledged upon receipt.

If an alternate interviewer cannot attend, or if for any reason the interviewer in attendance fails to interview a student at the student’s scheduled time, in addition to the cancellation obligation stated above, the organization agrees to directly contact each student affected by the no-show to schedule a subsequent interview at your office or an office near the city in which the student resides at a date no later than October 6, 2018. Failure to do so may affect your participation in future Diversity Career Fairs.
2018 Midwest Diversity Career Fair
Friday, August 24, 2018

Registration Reply Form

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Firm or Organization Name: _____________________________________________
Contact Person: _______________________________________________________
Address: ______________________________________________________________
Telephone: _____________________________________________________________
E-mail Address: _________________________________________________________

Choose Payment Options: ☐ Check Enclosed ☐ Pay By Credit Card ☐ Send Invoice

Total Amount: ______________________ Check # ______________________
(Please make payable to the Cleveland Metropolitan Bar Association)

Credit Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card #: _______________________________________________ Exp. Date: ____________
Name on Card: ____________________________________________________

Please Return to: Cleveland Metropolitan Bar Association
1375 East 9th Street, 2nd Floor
Cleveland, OH 44114
Attn: Kris Wisnieski
or email to kwisnieski@clemetrobar.org