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March 6, 2017

Dear Rising 2L and 3L Students:

The San Francisco Intellectual Property Law Association (SFIPLA) is pleased to invite you to the 20th Annual SFIPLA Bay Area Job Fair.

The Job Fair will be held at and co-sponsored by the University of San Francisco School of Law, located at 2130 Fulton Street, San Francisco, California 94117, on Saturday, July 15, 2017. Interviews will take place from 9a.m. to 5p.m. Interviews will be 20 minutes in length, with breaks after each interview. There will be a catered lunch break from 12p.m. to 1p.m.

The Job Fair is only open to SFIPLA student members¹. If you are not already a student member of SFIPLA, student membership materials are available at www.sfipla.com.

To register for the Job Fair, please visit <https://law-sfipla-csm.symplcity.com/students/> and create an account. Once the student bidding period opens, you will need to (1) complete the Employer Selection Form and (2) upload your resume and any firm requested supplemental materials such as transcripts or writing samples.

For purposes of the 2017 Job Fair, please register based on your Rising Class Year. For example, if you are currently a 1L student, you should enter your law school year as 2L (your rising class year).

Please complete **ALL** of the requested information during registration. It is **ESSENTIAL** that you provide a valid email address. We will use this email address (and only this email address) to contact you between now and July 15, 2017. All scheduling information will be communicated via email. Your information/forms will not be public and will only be seen by potential employers and those of us administering the Job Fair.

You may begin bidding on employers as early as **March 18, 2017**. We encourage you to register and complete your employer bids as early as possible once the student bidding period opens. The student bidding period closes on **April 30, 2017**. All registration information (including Employer Selections) must be complete by 5:00 p.m. Pacific Time on **April 30, 2017**.

Please note that participating employers will not accept interview requests/resumes directly from students.

¹ For the purposes of the SFIPLA Job Fair, student membership does not require residence in the membership area.

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Employers are provided the opportunity to pre-screen resumes. Although we will attempt to schedule interviews with as many of the firms you have requested, scheduling will ultimately depend on the number of responses from interested applicants and employer interest.

Interview schedules will be available for review on Symplicity starting on **May 20, 2017**. When selecting employers with whom you would like to interview, please carefully review their firm materials to determine if your background is compatible with any specific requirements provided by that employer on the registration site. We encourage you to visit your placement office, use Martindale-Hubbell and/or visit law firm websites to obtain additional information about the interviewing employers.

If you decide you do not want to accept one or more interviews, there is a strict cancellation deadline of **July 4, 2017**. Please do not contact the Employer(s) directly to cancel an interview—**All cancellations must be done on Symplicity**.

Please note that this Job Fair does not preclude you from participating in any other recruitment effort and certainly does not mean you should not continue to pursue other avenues in your job search. We look forward to your participation in this annual event and we thank you for your time and attention.

For all questions relating to the 2017 SFIPLA Job Fair, please email jobfair.sfipla@gmail.com.

Best regards,

San Francisco Intellectual Property Law Association
Job Fair Committee