



## SAN FRANCISCO INTELLECTUAL PROPERTY LAW ASSOCIATION

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March 1, 2016

Dear Rising 2L and 3L Students:

The San Francisco Intellectual Property Law Association (SFIPLA) cordially invites you to the **19th Annual SFIPLA Bay Area Job Fair**.

Please note that **ONLY** student members of SFIPLA are permitted to participate in the job fair. If you are not already a member, student registration materials are available at [www.sfipla.com](http://www.sfipla.com).<sup>1</sup>

All questions regarding the Job Fair should be directed to [jobfair.sfipla@gmail.com](mailto:jobfair.sfipla@gmail.com).

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, CA 94117, on **Saturday, July 16, 2016**. Interviews will be 20 minutes in length, with ten-minute breaks after each interview, beginning at 9 a.m. and concluding at 5 p.m. Pacific Time. There will be a catered lunch break from 12 p.m. to 1 p.m.

Please complete ALL of the required information at the registration site. It is **ESSENTIAL** that you **provide an e-mail address** where we may contact you between now and July 16, 2016. All scheduling information will be communicated via e-mail, and there will be no follow-up information provided by mail or facsimile.

To register for the job fair, please visit <https://law-sfipla-csm.symplicity.com/students/>, create an account and: (1) complete the Employer Selection Form; and (2) upload your resume and any supplemental materials such as transcripts or writing samples for firms that require them. Be assured that your information/forms will not be public and will only be seen by potential employers and those of us administering the job fair.

For purposes of the 2016 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 a 2L (your rising class year). This is because many firms that participate in the SFIPLA Job Fair are specifically recruiting for their 2017 Summer Associate programs. Accordingly, they need to know your rising class

<sup>1</sup> Student membership for the purpose of the job fair does not require residence in the membership area.

year to determine if you will qualify for their 2016 summer associate class.

**You may begin bidding on employers as early as March 14, 2016. ALL REGISTRATION INFORMATION (INCLUDING EMPLOYER SELECTIONS) MUST BE COMPLETE BY 5:00 PM (PDT) April 8, 2016.** Furthermore, please note that employers will not accept interview requests/resumes directly from students.

SFIPLA strongly encourages you to register and complete your employer bids as early as possible; SFIPLA cannot guarantee assistance with any technical problems related to bidding and/or Symplicity 48hrs prior to the bidding deadline of April 8, 2016.

**Interview schedules will be available on Symplicity starting on May 5 2016.** If you decide you do not want to accept one or more interviews, there is a strict cancellation deadline of May 10, 2016. Please do not contact the Employer(s) directly or email us to cancel an interview—all cancellations must be done through the Symplicity system.

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.

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.

Please note that this program 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. Should you have any questions please email them to us at [sfiplajobfair@sfipla.com](mailto:sfiplajobfair@sfipla.com).

Very truly yours,

SAN FRANCISCO INTELLECTUAL PROPERTY LAW ASSOCIATION

Job Fair Committee