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April 10, 2025

Dear Employer:

The San Francisco Intellectual Property Law Association is pleased to announce the 2025 SFIPLA Job Fair for rising 2L and 3L law students. The Job Fair will be for 2026 Summer Positions.

The Job Fair is co-sponsored by JAMS San Francisco Mediation, Arbitration and ADR Services, and interviews will take place on Friday, **June 6, 2025**, from 9:00 a.m. to 4:00 p.m. (Pacific time). The Job Fair will be hosted in person at JAMS:

Two Embarcadero Center
15th Floor
San Francisco, CA 94111

Employers may elect to conduct virtual interviews but will need to host the remote interview on their own platform.

All accredited law schools in California, and others throughout the country, will be invited to participate. Eligible students will submit applications with employers with whom they would like to interview. Employers will then have the opportunity to review student candidates and extend "preselect" interview invitations, and identify alternative candidates. All participants will engage in the application and scheduling process through the Symplicity platform.

If your firm or company is interested in participating, please complete the registration form at <http://law-sfipla-csm.symplicity.com/employers/>, including your hiring criteria, required documents, and a brief description of your firm or company.

To provide clarity, we have outlined the following timeline for the registration, application, and selection process:

- **Employers:** Registration on the Symplicity platform will be open **exclusively** for employers from April 9, 2025 – April 30, 2025. Employers will not be able to add new positions after April 30, 2025.

- **Students:** Students will be invited to review all open positions and submit their applications between May 1, 2025 – May 16, 2025. Students will not be able to submit applications after May 16, 2025.

- **Employers Pre-Selection:** From May 17, 2025 – May 23, 2025, employers will review student applications and “preselect” students to interview. “Alternate” selections will also be made during this time.
- **Pre-Selected Students:** Students will have from May 26, 2025 – May 28, 2025 to accept “pre-select” interview offers.
- **Students (Alternative Selections):** Students selected as “Alternates” will have from May 29, 2025 – May 30, 2025 to accept an interview offer.
- **Final Interview Schedules:** The Symplicity system will generate and release final interview schedules to all participating employers on **June 2, 2025**. The system will then close for all participants.
- The 2025 SFIPLA Job Fair will take place on **June 6, 2025**.

The participation fee for employers is \$1,295.00. Upon completion of the registration form, an invoice will be sent to the email address(es) provided on the registration form.

Please let us know if you have updated contact information, and we will update our records.

We encourage you to register as soon as possible. For all questions relating to the 2025 SFIPLA Job Fair, please email sfiplajobfair@sfipla.com.

Sincerely,

San Francisco Intellectual Property Law Association
Job Fair Committee