



CareerConnections will be held in the Grand Ballroom on the Lobby level on Tuesday, September 12 from 5:15 – 7:15 p.m. Set-up begins at 11:00 a.m. on Tuesday. Tables will be marked with company names. We will request that students do not arrive before 5:15 p.m.

Each company will have two 8-foot tables tagged with your company name, so it is easily located inside the ballroom. The tables will be covered with black cloths and power strips provided. If you have special needs for your booth i.e. easels, etc. let me know ahead of time so that I can make arrangements.

Shipping label address and instructions are below. Due to limited storage space, boxes with CareerConnections supplies may be shipped to the hotel (3) working days prior to the event.

To ensure your materials are sorted and delivered properly, please include the following information on all package labels:

Renaissance Austin Hotel  
9721 Arboretum Boulevard  
Austin, TX 78759  
Phone: 512-343-2626

Group: TECHCON/CareerConnections, Sept. 10 – 12, 2023

Attn: Company and Person name who will be on site) Number of Boxes (i.e. 1 of 5, etc.)

Group Contact: Karen Di Spigna  
Hotel Contact: Karen Niermeyer

Once shipped please send SRC an email at [TalentAcquistion@src.org](mailto:TalentAcquistion@src.org) with the following:

1. Tracking numbers of boxes shipped
2. Number of boxes shipped
3. Company contact listed on boxes

After CareerConnections, any boxes you wish to have shipped from the hotel should be packed, sealed, and have a completed shipping form. You will need to return shipping forms and whatever supplies you need to prepare your materials for return shipping. The SRC staff will be available in case you have questions or need assistance packing.

If you have any questions, please contact Karen Di Spigna or Jacqui Hall at

[TalentAcquistion@src.org](mailto:TalentAcquistion@src.org), your CareerConnections Team.