Please honor the commitment you made by accepting your interview(s) at the Recruiting Day. If there is any question as to your ability to attend, you are obligated to contact your career center office as soon as possible.

Getting There

1. Directions to the American Management Association are included on the next page, along with hotel and transportation information.

2. If a travel or other EMERGENCY arises…
   - Prior to the day of the event (prior to Friday January 11), contact the Pomona College Career Development Office at 909-621-8144. If you are not able to reach anyone at Pomona College, you may leave a message with Amy Feifer at Haverford College at 610-896-1181.
   - On the day of the event, you should call Susan Smith at 845-392-3866 or Diana Seder at 909-374-4542. If you cannot get through on either of these numbers, you may call the AMA at 415-442-6770 and ask that a message be given to any career services staff person working at the Selective Liberal Arts Consortium Recruiting Day.

   **NOTE:** If you have an emergency and you do not call and you miss your morning interviews, you will be considered a No-Show. All of your interviews will be offered to other candidates, even if you show up later in the day.

   SLAC’s Weather Emergency Announcement Line is (717) 245-1137.
   Normally the recruiting day occurs regardless of the weather. However, if the weather is extremely bad (state of an emergency or a blizzard), you can call (717) 245-1137 to hear an announcement about the status of the recruiting day. This is an announcement line only - you may not leave a message.

When You Arrive

1. You must report to the Student Registration Area at the AMA (on the second floor of the Marriot Marquis Hotel) at least half an hour before your first scheduled interview in the morning and also half an hour before your first scheduled interview in the afternoon. You will need to check in for all your morning interviews at one time; you will then need to check in for your afternoon interviews at one time.

2. There will be a waiting area available, so you may arrive at the American Management Center anytime after 8:30 am on Friday, January 11. Students who are “on-deck” (the next person to be interviewed) will wait in a designated area. Twenty (20) minutes before each of your interviews, you will take a seat in the on-deck area to wait to be called by the employer.

Preparing for Your Interview

**Meals:** Please make your own arrangements. The student waiting area will have beverages. There is a restaurant at the Marriott Hotel for lunch. Other nearby restaurants are listed on the AMA website at http://www.amaconferencecenter.org/san-francisco.htm following the links “While at the Center” to “In the Neighborhood.”

**Attire:** Dress is typically business attire. Suits are appropriate for both men and women.

**Interview Tips:** Be sure to brush up on your interviewing skills. Also check with your career office to schedule a mock interview prior to your SLAC interviews. Research the organizations with whom you will be interviewing.

**What to Bring:** Bring 15-20 extra resumes as well as writing samples and/or transcripts as instructed by each employer to give to recruiters or employers who have open interviews on their schedules. Additions to schedules are done mainly in the early hours of the fair. If you are nearby and available you may be selected. Remember to bring an official copy of your transcript if that has been requested. Bring extra cash for travel and food incidentals. Bring your smile and a firm handshake!
Transportation: You must make your own travel and housing arrangements. See map for directions. There are many
hotels in the area. Allow plenty of time for travel; your promptness is vital to the success of the Recruiting Day. Keep in mind
that there may be major delays getting into the city (weather, traffic, etc.).

San Francisco Executive Conference Center (AMA)
Located in the San Francisco Marriott Marquis Hotel

55 Fourth Street, 2nd Level
San Francisco, CA 94103
http://www.amaconferencecenter.org/san-francisco.htm

Directions

From the airport: The San Francisco Executive Conference Center is
approximately 15 miles north of the San Francisco International Airport.
Frequent airport buses and vans make the trip in about 30 minutes.

Discount Airport Parking: AMA has arranged for discounted airport
parking at selected airports. Please visit

Transportation

Public Transportation:
Powell Street is the most convenient stop for those using the BART (subway) system and the Muni Metro.

Airport Transportation:
There is a shuttle available from San Francisco International Airport (Super Shuttle) rate approximately $17 per person (runs
every 30 minutes from 5 a.m. to 7 p.m.) to the Marriott Marquis Hotel. Taxicabs are also available at the airports with rates
that can range from $35 to $45 plus tip. BART (Bay Area Rapid Transit) trains now serve the San Francisco International
Airport. A trip between the Powell Street Station and the airport costs approximately $5.35 (a 35 minute ride).

Hotels

AMA does not arrange hotel accommodations. However, AMA has negotiated preferred rates at the following hotels based
upon availability. Be sure to mention that you are an “AMA conference attendee” to secure your reservation and preferred
rates. Contact the hotels below directly. We recommend that reservations be made early, as the number of rooms at
preferred rates is limited.

San Francisco Marriott Marquis Hotel
55 Fourth Street
San Francisco, CA 94103
888-575-8934
(Reference: American Management Association
Business Rate)

Parc 55 Wyndham San Francisco - Union Square Hotel
55 Cyril Magnin Street
San Francisco, CA 94102
800-697-3103 (Reference: AMA Rate)

Intercontinental San Francisco
888 Howard Street
San Francisco, CA 94103
866-781-2364 (Reference: AMA Account)

Sir Francis Drake Hotel
450 Powell Street
San Francisco, CA 94102
800-227-5480 (Reference: AMA Rate)

Handlery Union Square Hotel
351 Geary Street
San Francisco, CA 94102
415-781-7800 (Reference: Corporate Travel Connection
Program Rate)

The Westin San Francisco Market Street
50 Third Street
San Francisco, CA 94103
800-937-8461 (Reference: AMA Rate)