

To: Students Participating in the 2009 Loyola Patent Law Interview Program

From: Loyola Patent Law Interview Program Staff

Subject: Next Steps - Viewing Employer Selections and Your Interview Schedule

Date: June 15, 2009

NEXT STEPS IN THE PATENT LAW INTERVIEW PROGRAM

Please read this entire email - it contains important information about:

- How to view your interview status and schedule on Symplicity on June 16;
- How to cancel individual interviews;
- How to withdraw from the program if you no longer plan on attending;
- The mandatory on-site registration at the Patent Law Interview Program;
- The Thursday night cocktail party;
- Making hotel and travel arrangements.

PLEASE NOTE THAT SCHEDULES WILL NOT BE FINAL UNTIL JUNE 24

You have until 11:59 pm, eastern time, on June 21 to cancel any interviews you do not want. After the cancellation window closes, we will schedule alternates into any canceled interview slots. **Scheduling alternates may require some reorganization of the interview schedules, and your schedule may change between June 16 and June 24.** Accordingly, even if you are not waiting to see if you receive additional interviews as a result of cancellations, you will still need to check your schedule on June 24 to see your final interview dates/times.

BEFORE YOU MAKE YOUR TRAVEL PLANS . . .

Because interview dates/times may still change until June 24, we recommend that you not make travel arrangements until your schedule is final. Note also that your travel arrangements must allow you to register on-site at the interview hotel (the Embassy Suites Chicago Downtown-Lakefront at 511 N. Columbus), either the night before or the morning of your interviews (additional information about the on-site registration requirement is included at the end of this email). **Because morning registration is very early (7:30am to 8:30am) we recommend that you not fly in the morning of your interviews. A late flight could make you miss registration and forfeit all of your interviews for that day.**

VIEWING YOUR INTERVIEW STATUS AND SCHEDULE

On June 16, you will be able to see whether you have been selected for interviews by logging on to Symplicity. Although employers may contact a student occasionally to change an interview time or arrange for an informal meeting during the interview program, the employers will not contact you directly to let you know that you have been selected for interviews - you must log on to Symplicity and view your schedule to learn which employers, if any, have selected you.

To View Interview Status:

- 1) Log on to Symplicity and go to the **Patent Program** section where you did your bidding for interviews.
- 2) On the **Employers/Bidding tab**, look in the **Invitations column** on the right to see your status with each employer.
 - a. **If you were selected for an interview**, you will see the word **preselect** in the Invitations column and **Scheduled for July 30** or **Scheduled for July 31** in the Interview Dates column.
 - b. **If you were selected as an alternate** you will see the word **alternate** in the Invitations column. **If the employer ranked their alternates (not all employers did), you will also see the number you are on their alternate list.**
 - c. **If you were not selected for an interview or as an alternate** by the employer, you will see the words **not invited** in the Invitations column.
- 3) **If you were selected for interviews, you will be able to see your whole interview schedule, including the time of each interview, on the next tab over - the Scheduled Interviews tab.**

CANCELING INTERVIEWS AND WITHDRAWING FROM THE PROGRAM

If you have been scheduled for interviews that you do not wish to keep, please cancel them on Symplicity by 11:59 pm, eastern time, on June 21. It is important that students who do not intend to attend all of the interviews they are scheduled for cancel their interviews as soon as possible. This will allow us to schedule alternates into those interview slots.

If, after viewing your interview schedule, you have decided not to attend that Patent Law Interview Program, in addition to canceling all of your scheduled interviews, please email us at Law-PatentProgram@luc.edu letting us know that you wish to withdraw. This way, we can ensure that you are not scheduled for any additional interviews as an alternate.

If you see that you have been selected as an alternate by an employer, and you do not wish to be scheduled for an interview with this employer, please send an email to Law-PatentProgram@luc.edu letting us know that you would like to be removed from the alternate list for that firm.

Every year, we get questions from students who are scheduled for back-to-back interviews at the program and are concerned about being able to attend all of their interviews. **All interviews at the program are 20 minutes long, with 5 minutes in between interview slots. The 5 minute break is sufficient to allow students to get from one interview room to the next** - although you may need to use the stairs rather than wait for the elevators to move from interview to interview in time. Especially in this economy, we do not recommend canceling interviews to give yourself more time in between - take advantage of every interview opportunity you have

been given! Nor can we move student interview times to accommodate a desire for more time in between interviews. However, if you are a student with a disability that will prevent you from using the stairs to get from one interview to the next, please contact us at Law-PatentProgram@luc.edu so that we can ensure that your schedule will work for you.

Please think carefully before canceling interviews or deciding not to participate in the Patent Law Interview Program - we recommend that you contact your law school's career services office to discuss this decision. In the current economy, it is important to consider every opportunity to interview with a potential employer very seriously.

To Cancel Interviews in Symplicity between June 16 and June 21:

- 1) In the **Patent Program** section, go to the **Scheduled Interviews** tab.
- 2) Each interview for which you are currently scheduled will be listed, and each entry will have a Cancel button by it.
- 3) Click on the **Cancel Interview** button to cancel each interview you will not attend.

If for any reason you need to cancel an interview after June 21, please email Law-PatentProgram@luc.edu.

WHAT BEING AN ALTERNATE MEANS

The Patent Law Interview Program is an entirely pre-screened program. This means that there will be no open sign up for any interview slots at the Program. To avoid having empty interview slots on their interview schedules, employers had the option of giving us the names of up to 16 alternates per interview schedule. As interview slots open up due to cancellations, we will schedule alternates into those slots. If you are an alternate for any employer, please log on to Symplicity on June 24 to see if you have been scheduled with that employer due to a cancellation. If we add an alternate to a schedule after June 24, we will contact you by email to confirm that you will be available before we schedule you for additional interviews.

There will also be an opportunity for alternates to be added to employer schedules on the morning of each interview day. After student registration ends at 8:30am, we will fill the interview slots that become available as a result of students failing to register. **You must be present in the student registration room at 8:30am to be added to schedules for that interview day. We will announce the names of alternates until we find an alternate who is able to take the available interview space.**

NETWORKING OPPORTUNITY - COCKTAIL PARTY ON JULY 30

There will be a cocktail party for students and employers at the interview hotel (the Embassy Suites Chicago Downtown-Lakefront at 511 N. Columbus) on **Thursday, July 30, from 5:30 pm to 7:00 pm**, hosted by PLI's Patent Bar Review and Loyola University Chicago School of Law. Light hors d'oeuvres and a cash bar will be provided. We recommend business attire for this event.

ON-SITE REGISTRATION REQUIREMENT

All students who receive interviews are required to register at the interview hotel the evening before their interviews (July 29th or July 30th between 4:00 to 7:00 p.m.) OR the morning of their interviews (July 30th or July 31st between 7:30 and 8:30 a.m.). This is MANDATORY and WE WILL MAKE NO EXCEPTIONS. If you do not register, in person, at one of these times, you will lose your interview slots for that day. Please understand that this requirement allows us to determine who has not shown up for their interviews and fill any open slots with alternates. You only need to register once on-site to be considered registered for interviews on both days. Students who have not registered by 8:30 am on Thursday, July 30 will have all of their Thursday slots given to alternates; students who still have not registered by 8:30 am on Friday, July 31 will have all of their Friday interview slots given to alternates. **Students who are designated "alternates" must be present in the registration room the morning (8:30 to 9:30 a.m.) of the interview to receive empty interview slots.**

STUDENTS HOTEL ACCOMMODATIONS

We have reserved a block of rooms at the DoubleTree Chicago Magnificent Mile (http://doubletree1.hilton.com/en_US/dt/hotel/CHIMMDT-Doubletree-Hotel-Chicago-Magnificent-Mile-Illinois/index.do), located at 300 East Ohio Street, for students who need a place to stay when they arrive in Chicago. This hotel is one block North of the interview hotel (the Embassy Suites Chicago Downtown-Lakefront at 511 N. Columbus). **The special room rate is \$159.00 per night** for a single or double room, plus tax. **This room rate will be available until July 13, or until the room block is filled.** A great way to save money is to double-up with another student interviewing at the program to cut the cost of the hotel in half. Your law school liaison in your law school's career services office will be able to tell you the names of other students from your school who are participating in the program if you wish to explore this option. Please do not contact us directly for this information, as we cannot give student information out to other students registered for the program.

The hotel is creating a registration website specifically for this program - we will provide you with the address as soon as we receive it. If you wish to make your reservations by phone, call the reservation line at **312.787.6100** and be sure to specify that you are reserving with the **Loyola Patent Law Interview Program** to get the special rate.

Student Hotel Information:

- DoubleTree Chicago Magnificent Mile
- 300 East Ohio Street
- Chicago, IL 60611
- Phone: 1-312-787-6100
- Fax: 1-312-787-6259
- Website: www.doubletreemagmile.com

We have also reserved a block of rooms for students in the **Loyola University Chicago Graduate Dorms** (<http://www.luc.edu/baumhart/pdfs/upperclass.pdf>) located at **26. E. Pearson Street** - a short "El" ride and walk away from the hotel. **The rate at the Loyola dorms is \$99 per night** for bedroom with attached bathroom, as well as a shared common living room/kitchen area. We will provide information for making reservations at the Loyola dorms when schedules are final on June 24.