



2009 Midwest Public Interest Law Career Conference
February 7, 2009
Chicago, IL

LAW SCHOOL REGISTRATION FORM

LAW SCHOOL: _____

CONTACT NAME/TITLE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

RETURN TO:

Donna L. Miller, Esq.
Associate Director for Career Services
University of Illinois College of Law
504 E. Pennsylvania Avenue
Champaign, Illinois 61820
217-333-6345 (phone) • 217-244-5734 (fax)
dlmiller@uiuc.law.edu

Midwest Public Interest Law Career Conference Planning Committee

Chicago-Kent College of Law

DePaul University College of Law

Loyola University Chicago School of Law

Northern Illinois University College of Law

Northwestern University School of Law

Southern Illinois University School of Law

The John Marshall Law School

University of Chicago Law School

University of Illinois College of Law

University of Notre Dame Law School

Valparaiso University School of Law



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INVOICE

LAW SCHOOL: _____

CONTACT NAME/TITLE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

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NON-REFUNDABLE REGISTRATION FEE:

\$300 Non-refundable registration fee due upon registration.

ADDITIONAL FEE SCALE: (Based on the number of registered students.)*

\$0 for 1-50 Students

\$25 for 51-75 Students

\$50 for 76-100 Students

\$75 for 101+ Students

* If an additional fee applies to your school, you will be invoiced after the event.

Please return this form along with the non-refundable registration fee payable to Northwestern University School of Law by **December 12, 2008** to:

Ms. Kelly Obenhauer
 Assistant Director of Recruitment and Marketing
 Center for Career Strategy and Advancement
 Northwestern University School of Law, LM 124
 357 East Chicago Avenue
 Chicago, IL 60611

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MPILCC 2009 CALENDAR OF IMPORTANT DATES AND DEADLINES

- Deadlines noted in bold

List of participating employers and registration reminder sent to law schools	14-Nov-08
Deadline for law school registration (must receive Law School Registration Form and registration fee by this date)	12-Dec-08
Updated list of participating employers and student registration reminder sent to law schools	3-Dec-08
Deadline registered law schools to submit Excel file of registered students to Paul Woo at The University of Chicago Law School ENDS NOON	12-Dec-08
Registered students receive via e-mail Symplicity login and password AT NOON	15-Dec-08
Student resume upload and bidding on Symplicity BEGINS 5:00 P.M.	15-Dec-08
Deadline for students to upload resume and bid for employers ENDS NOON	9-Jan-09
Students may view schedules on Symplicity; students may begin canceling interviews. BEGINS NOON	23-Jan-09
Deadline for students to cancel interviews or alternate status (via e-mail) ENDS NOON	28-Jan-09
Cancelled interview slots filled in with student alternates	28-Jan-09
Email notification sent to alternate students added to schedule AT NOON	29-Jan-09
MPILCC CONFERENCE	7-Feb-09
Additional school charge invoices sent (if applicable)	15-May-09

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STUDENT REGISTRATION PROCEDURES

This year, students participating in MPILCC 2006 will be using Symplicity CSM to upload their resumes and make their interview selections. **However, the registration process will be administered by the registering law school.**

STUDENT REGISTRATION AND YOUR OFFICE

Students will register their intent to participate through their career center. Your office must compile an Excel sheet with the following required information for each student:

- Last Name
- Middle Initial
- First Name
- Email Address
- Class Year
- Law School

Please use the attached Excel Template to enter your registered students' information, rename the spreadsheet with your school's abbreviated name (e.g., UnivofChicago), and submit your completed Excel spreadsheet to Paul Woo at p-woo1@uchicago.edu by 12:00 p.m. on December 9, 2005.

HELPFUL HINTS

1. **E-mail accuracy is an absolute must.** If an e-mail address is incorrect, the student will not receive privileges on the MPILCC Symplicity site. If a student changes their e-mail address, please notify Paul Woo at p-woo1@uchicago.edu and inform him of the e-mail address change.
2. As an administrator, we recommend that you add your name onto the student registration spreadsheet that you submit. You will then be able to receive procedural or informational e-mails sent to all students. You will also get a login

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and password, so you may view the employer bidding screen and see which employers are coming. The Symplicity login and password does not give you administrative privileges, but it is a means of staying in tune with what your students are doing.

SYMPPLICITY LOGINS AND PASSWORDS

We will use your spreadsheet to create a master student participation list which will be uploaded into the MPILCC Symplicity site. The student login ID will actually be his/her e-mail address (hence, the importance of accurate e-mail addresses). Students will receive an initial password from the system via email.

USING SYMPPLICITY

More information about how to use the Symplicity CSM system will be sent to registered students and administrators when they receive their login and password. We are confident that you and your students will find the Symplicity CSM system to be a very user-friendly interface.

QUESTIONS

Please direct all procedural questions regarding student registration, resume uploads and bidding to Paul Woo at p-woo1@uchicago.edu or 773.834.0918. All law school registration inquires, such as confirmation of registration form and payment, should be directed to Donna L. Miller, Esq. at dllmillier@uiuc.law.edu or 217.244.5734.

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FAQ FOR LAW SCHOOL CAREER SERVICES

- **What are the MPILCC Web site addresses?**

MPILCC participation for students and employers is coordinated through two Web sites:

- www.mpilcc.org is used to communicate information and procedures about the conference. This site is not protected.
- <https://law-mpilcc-csm.symplicity.com> is used for handling conference interviews and job postings. The MPILCC Symplicity site is secure and a login and password is required for access.

- **How much will participation cost?**

Law school registration fees remain the same as last year. There is a base registration charge of \$300.00 for the first fifty students who participate from your school. Further registration charges will apply according to the table below.

Schedule for Additional Registration Charges	
Number of Law Students Registered	Fee
1 – 50	included in base registration fee
51 – 76	\$25.00
76 – 100	\$50.00
100 +	\$75.00

Your registration fee helps MPILCC cover its costs which include, Symplicity access and maintenance, printing & duplicating, mailings, employer breakfast and lunch, and other conference administrative expenses.

- **Which schools are administering the MPILCC Conference?**

Conference management is spread out among a group of Chicago Area Law School Consortium member schools. This year’s Conference is administered by four law schools: The University of Chicago, The University of Illinois, The University of Notre Dame, and Northwestern University.

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- | | |
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- **Who should students direct their questions to about the conference?**
All MPILCC Conference materials will direct students to point their questions about the Conference to their own law school career service office. There are simply too many student participants for one school to handle. Please do not direct them to call the University of Chicago Law School (who hosts/manages the MPILCC and the MPILCC Symplicity Web Sites and handles student registration and interview scheduling) or Northwestern University School of Law for information about the Conference. We trust that the MPILCC Web Site and the career services professionals at the participating schools will be able to field the vast majority of student questions.
- **Since my office will be answering more student questions, who may I contact to get more information about student questions I am unable to answer?**
For questions about:
 - law school registration: Donna Miller, dmliller@law.niuc.edu
 - employer registration: Paul Woo, p-woo1@uchicago.edu
 - Symplicity.com: Paul Woo, p-woo1@uchicago.edu
 - student registration: Paul Woo, p-woo1@uchicago.edu
 - interview schedules: Paul Woo, p-woo1@uchicago.edu
 - Conference site, contact: Kelly Obenauer, k-obenauer@law.northwestern.edu
- **We are already a Symplicity.com school client. Why must our students have a separate login and password for MPILCC?**
Symplicity.com treats MPILCC just as if it were a law school client. Students from law schools who are already Symplicity.com clients **cannot** carry over their current login to the MPILCC Symplicity site. Students who already have a Symplicity login and password can always change their MPILCC password to their current Symplicity.com password. **Please direct them to the MPILCC site login page, and not your school's Symplicity.com site login page.**
- **Is there a late registration procedure for students who do not register by the December 12, 2008, deadline.**
No – Due to the scale of the Conference and procedural timing requirements, we will not be able to accept late student registrations.

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- ***Where can law schools and students find out which employers are attending the Conference.***
 - For a full listing of employers attending the conference, students can return to the MPILCC Web site, click on the “Conference” tab,” and go to the “Attending Employers List.”
 - Registered students may also see a listing of employers who are interviewing by logging into the MPILCC Symplicity site, clicking on the “MPILCC Interviewing” tool bar button, and then clicking the “Employers/Bidding” tab. Students will not be able to see a list of Table Talk participants on the MPILCC Symplicity site, but may go to www.MPILCC.org and check under the Conference tab to see a listing there.
 - Registered students may see a listing of employers who are posting jobs opportunities and soliciting resumes by logging into the MPILCC Symplicity page and going to the “Jobs” tab.

- ***Is there any limit on student bidding for employers?***

Yes, students may bid for 20 employers.

- ***Do students need to submit a cover letter for employers during the bidding stage?***

No, cover letters are not used in this process.

- ***How do students transmit other application documents such as transcript, writing sample, and references to employers who have asked for them?***

Students should bring these documents, if they are required, to the interview. They should not upload them into their MPILCC Symplicity account.

- ***How will students know if they were selected for an interview?***

A 12:30 CST-mail message on January 23, 2009 will direct students to login to the MPILCC Symplicity site and check for their interviews. Once there, all they need do is to click on the “MPILCC Interviewing” tool bar button, and then click on the “Scheduled Interviews” tab (note interview swill also be reflected on under their “Employers/Bidding” tab as well). Employers who selected them will be listed along with their respective interview time. If no employers appear, then the student was not selected for any interviews. ***Students will be expected to accept their interviews and show up on the day of the Conference, unless they cancel the interview.***

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- ***How will students know if they were selected as an alternate?***
Be mindful that not all of the employers submit an alternate list. Students may see if they were selected as an alternate for any of their bid employers by logging into the MPILCC Symplicity site, clicking on the “MPILCC Interviewing” tool bar button, and then clicking the “Employers/Bidding” tab. and checking employers for who they bid (look under the bid status column). ***Student alternates who accept their alternate status during the alternate sign-up period will be expected to accept their time assignment (viewable the next day) and show up on the day of the Conference.***
- ***How do students cancel their interview and/or their alternate status for any given employer?***
There is a window for students to cancel an interview or their alternate status. **All cancellations must be made between January 19 and January 23, 2007 at noon.** They can cancel on-line via the cancel button that appears for every employer listed under the Scheduled Interviews tab under MPILCC Interviewing. Alternates may go to the Employers/Bidding tab and delete the bid (which automatically removes their interview or alternate status. As a last minute solution, an e-mail (no calls!) may be sent to *p-woo1@uchicago.edu*. The e-mail subject line should read “MPILCC cancellation,” and the body of the message should detail which employer is being cancelled, or which employer alternate list is affected.
- ***Can I get a report on which of our students received an interview or are alternates for a particular employer?***
The reporting functions available to the primary MPILCC Symplicity administrator do permit us to generate this kind of report. Please contact *p-woo1@uchicago.edu* and let him know that you your reporting needs, if any.
- ***What should interviewing students do if they run into transportation problems on the way to the Conference?***
It is imperative that students running into transportation difficulties call (hopefully they will have a cell phone) the Northwestern University School of Law career services office at (312) 503-8438 to advise them of their (1) late arrival and (2) their intention to interview. **FAILURE TO ADVISE US OF THE PROBLEM BY 8:30 A.M. ON THE MORNING OF THE CONFERENCE WILL RESULT IN THE LOSS OF THE INTERVIEW(S).**

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A late arrival also means that the student may not enter the lottery used to fill in slots left open by no-shows, unless they can reach (a) a career services staff person from their law school in attendance or (b) a colleague traveling separately and already registered, and ask that they serve as a proxy for them during the lottery period (9:00–9:30 a.m.).

- ***How does the lottery work?***

Students checking in during the 7:30-8:30 a.m. registration hour will receive a lottery number, which they will use during the lottery. **The lottery numbers are not random; the first student to check-in will receive lottery number one.** Since lottery assignments are handled beginning with the number one, students who show up early in the registration hour benefit more than those who show up near the end of the hour. **During the lottery sign-up period, a student may only sign up for no more than two additional employers.** This system has served us well in the past, and we expect the lottery will proceed smoothly and efficiently.

- ***Will lunch be provided to students?***

No. Students are on their own for lunch. There are a number of lunch options available to them around the Northwestern campus. A handout will be available on the day of the Conference listing some reasonable and tasty choices.

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