



MEMORANDUM

TO: Superintendents, Assistant Superintendents Personnel,
Personnel Directors, School Representatives and
Agency Directors

FROM: Dr. Leigh Ann Putman
Executive Director, Metro RESA

RE: Metro RESA's 2023 Job Fair

You are invited to participate in the **2023 Georgia Teacher Job Fair** scheduled for **Saturday, March 25, 2023 from 10:00 a.m. until 2:00 p.m.** at the Georgia International Convention Center in College Park, Georgia. This event is sponsored by **Metropolitan Regional Educational Service Agency (MRESA)**.

School districts in need of quality educators are encouraged to attend. Recruiters can expect to meet teacher candidates in all content areas. An information sheet and registration form is attached. If you would like to have your school system or agency represented, please complete and **return the registration form by March 10, 2023**. There is a charge of \$200.00 for the first table and \$100.00 for each additional table, regardless of the number of recruiters attending. Boxed lunches will be available for \$10.00 each. Tables will be assigned on a first come basis and there are 150 tables available. Cancellations cannot be accepted after **March 17, 2023**.

Please accept this as your invitation to attend the Georgia Teacher Job Fair. If you need additional information or assistance, please e-mail Allison Moore (allison.moore@mresa.org) or call her at 770-431-2242.

METRO RESA'S JOB FAIR

GENERAL INFORMATION

WHEN:

Saturday, March 25, 2023

WHERE:

Georgia International Convention Center - Exhibit Hall D
2000 Convention Center Concourse
College Park, GA 30337
Phone: 770-997-3566
Detailed directions are available on the GICC website at www.gicc.com
Parking - \$10.00 per day

DIRECTIONS & ACCOMMODATIONS:

A complete listing of nearby accommodations is available on the GICC's website at www.gicc.com

TIME:

10:00 a.m. until 2:00 p.m. Recruiters should plan to arrive between 9:00 a.m. and 9:45 a.m.

COST:

\$200.00 for the first table, and \$100.00 for additional tables. Tables will be assigned on a first come basis (150 tables are available). Please see the registration form for cost of additional items.

FORMAT:

This will be an "open/browse" format. However, some school districts may want to reserve additional tables to conduct individual interviews. If several recruiters are attending, a school district may want to reserve two tables to allow more space for contact with applicants.

REFRESHMENTS:

A free continental breakfast will be provided and soft drinks, water and coffee will be available throughout the day for recruiters. Boxed lunches will be available for \$10.00 each. **To reserve a lunch, it must be ordered prior to the event. (See registration form)**

**GEORGIA TEACHER JOB FAIR
REGISTRATION FORM
Saturday, March 25, 2023
10:00 a.m. – 2:00 p.m.**

NAME OF DISTRICT/AGENCY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PERSON RESPONSIBLE FOR
ARRANGEMENTS _____

PHONE _____ FAX _____

EMAIL
ADDRESS _____

NO. OF TABLES REQUESTED: 1 @ \$200.00 200.00

ADDITIONAL TABLES _____ @100.00 _____

NUMBER OF LUNCHES @ 10.00 _____

ELECTRICAL OUTLET @ 80.00 _____

TOTAL AMOUNT DUE: _____

INSTRUCTIONS/PAYMENT INFORMATION:

1. Complete the registration form and send a copy along with your check to:

METRO RESA
1870 Teasley Drive, SE
Smyrna, GA 30080
Attention: Allison Moore
Phone: 770.431.2242 / Fax: 770-432-6105

OR

2. Pay via credit card by contacting Allison Moore at 770.431.2242.

3. You may also fax a copy of the registration form and check request to the number above. An email confirmation will be sent to the individual making arrangements, so if you do not get one, please contact Allison Moore to ensure that your registration information was received.

4. You can scan and email a copy of the registration form to allison.moore@mresa.org

*Registration deadline is March 10, 2023
Cancellations cannot be accepted after March 17, 2023*

**❖ PLEASE BE SURE TO LIST ALL YOUR NEEDS ABOVE, AS WE WILL NOT BE
ABLE TO HONOR ONSITE REQUESTS ON THE DAY OF THE JOB FAIR
(E.G., THE NEED FOR WI-FI, ELECTRICITY, ETC.)**