



*The* UNIVERSITY of OKLAHOMA.  
Pre-Law Advisory Office

**RE: The University of Oklahoma Law School Fair  
Wednesday, October 24, 2018, 11:00 a.m. – 2:00 p.m.  
Oklahoma Memorial Union Molly Shi Boren Ballroom**

Dear Law School Deans, Admissions Directors, and Representatives:

We are delighted that you will be joining us at The University of Oklahoma Law School Fair! In the past, OU's Law Fair attracted over 150 prospective law students from OU and other universities in Oklahoma. Our Law Fair strives to provide prospective applicants an educational experience as well as meaningful opportunities to engage with law school admissions representatives.

**EVENT AGENDA**

The University of Oklahoma Law Fair will be held in the Oklahoma Memorial Union Molly Shi Boren Ballroom on Wednesday, October 24, 2018 from 11:00 a.m. to 2:00 p.m. The Ballroom is located on the 3<sup>rd</sup> floor of the Oklahoma Memorial Union. The event agenda is as follows:

| <i>Time</i>       | <i>Event</i>                             | <i>Location</i> |
|-------------------|--|-----------------|
| 10AM to 11AM      | Representative check-in and table set up | Ballroom        |
| 11AM to 2PM       | Law Fair                                 | Ballroom        |
| 11:30AM to 1:30PM | Buffet lunch (BBQ) for representatives   | Heritage Room   |

**LOCATION**

The Molly Shi Boren Ballroom is located on the 3<sup>rd</sup> floor of the Oklahoma Memorial Union on The University of Oklahoma campus, 900 Asp Ave., Norman, OK, 73019. Elevators are located to the left of the main east entrance and to the immediate right of the parking garage entrance.  
<http://www.ou.edu/union/parkingandmaps>

**CAMPUS PARKING/ RIDE SHARE DROP OFF INSTRUCTIONS**

*If driving*, plan to arrive early to allow time to find parking. Parking on campus is limited. The closest parking garage is connected to the Union, located at 900 Asp Ave. The next two closest parking garages are the Asp Parking Facility, (located in area E7 on the campus map, link below), and the Elm Parking Facility (located in area B3 on the campus map, link below).

*If taking Uber, Lyft, or another ride sharing option*, request drop off at 900 Asp Ave., Norman, OK, 73019. The Union is third building south of Boyd St. on the west side of Asp Ave.

**LINK TO CAMPUS MAP**

<http://www.ou.edu/content/dam/Parking%20Services/documents/112900-ParkingMap-2017.pdf>



### **SENDING MATERIALS IN ADVANCE**

If you would like to ship your materials ahead of time, please mark them "LAW FAIR" and mail them to the following address:

Oklahoma Memorial Union  
Attn: Cindy Smith  
900 Asp Ave.  
Suite 428  
Norman, OK 73019

Due to limited space, we request that materials be delivered no earlier than October 15, 2018. We will place your materials at your table in the ballroom on the morning of the Law Fair. Please make sure your school name is clearly indicated and allow plenty of time for the delivery of your materials.

### **MEAL OFFERED DURING THE FAIR**

A barbeque buffet luncheon will be served in a separate room from 11:30 AM to 1:30 PM (come and go as you please) that includes sliced brisket, chicken, tossed green salad, roasted red potatoes, baked beans, peach and cherry cobbler. Please notify law fair site supervisor if you have special dietary needs no later than October 17, 2018.

Requests made after this date may be accommodated only if time and staffing permit. If you prefer, there are also other food options served in the Union's food court. <http://www.ou.edu/union/restaurants>

### **WIFI ON CAMPUS**

Wireless internet access will be available in the Ballroom. Our team will provide log in instructions the morning of the Law Fair.

### **COPY CENTER**

A copy shop is available on the 1st floor of the Union for any copying or faxing you may need.

### **RESTROOMS**

Restrooms are located directly across from the entrance to the Ballroom.

### **OU BOOKSTORE**

The University Bookstore <https://www.bkstr.com/oklahomastore/home> is located in OU Memorial Stadium (on the ground floor of the Asp Parking Facility) if you need to purchase misc. supplies or souvenirs.

### **TRAVEL TO NORMAN**

The Will Rogers World Airport <https://flyokc.com/> in Oklahoma City is located nearest to OU. Our airport offers major carriers as well as multiple modes of transportation (ride sharing such as Lyft, Uber, Airport Express, taxi, etc.) from airport to lodging or the University.

### **ACCOMMODATIONS**

If you are unfamiliar with the Norman area, please visit <http://www.ou.edu/visit/plan> for information on hotels, dining, shopping and entertainment. All major hotel brands are available in Norman. For those who would like to see more of Norman, please see the <https://www.visitnorman.com/>.

**CONTACT INFO**

Please feel free to contact me if you have questions or if there is anything I can do to make your visit more productive and enjoyable. Thank you for choosing to visit The University of Oklahoma this year. We look forward to welcoming you in person.

A handwritten signature in black ink that reads "Lori Williams DeKalb". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

*Lori Williams-DeKalb, J.D.*

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The University of Oklahoma Law Fair Site Supervisor  
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Note: Email is the best way to reach me.