

**UTSA Law Fair**  
**November 9, 2018 | 11AM – 1PM**

Dear Law School Deans, Admissions Directors, and Representatives:

We are delighted that you will be joining us at University of Texas San Antonio's Law Fair. Last year, UTSA's Law Fair attracted 120-150 prospective law students from The University of Texas San Antonio and other universities in the greater Central Texas region. Our Law Fair strives to provide prospective applicants both an educational experience and meaningful opportunities for students to engage with law school admissions representatives.

**EVENT AGENDA**

The University of Texas at San Antonio Law Fair will be held in Main (1604) Campus, Ballrooms 1 and 2, on November 9 from 11:00 am to 1:00 pm. Ballrooms 1 and 2 are located on the first floor of the H-E-B UTSA Student Union. Lunch will be served at The Denman Ballroom, located on the second floor of UTSA Student Union.

The event agenda is as follows.

<i>Time</i>	<i>Event</i>	<i>Location</i>
10AM to 11AM	Rep. check-in and table set up	Ballrooms 1 & 2 Galleria, H-E-B UTSA Student Union 1.100B
11AM to 1PM	UTSA Law School Fair	Ballrooms 1 and 2, H-E-B UTSA Student Union 1.104 & 1.106
12:30PM to 1:30PM	BBQ lunch for representatives	Denman, UTSA Student Union North, 2.01.28

**LOCATION**

H-E-B UTSA Student Union (formerly HUC) Ballrooms 1 and 2 are located on the [UTSA Main \(1604\) Campus](#) across the Ximenes Garage. The Denman room is located in the second floor of the UTSA Student Union North. Hourly parking is \$2 per hour, and you may pay at either the central cashier or pay stations. In the Ximenes Garage, there are pay stations located at the stairwells as well as outside the cashier station. Payment is required before returning to the vehicle.

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

If driving, plan to arrive early to allow time for parking. You may park at the [Ximenes Garage](#), (XAG) located between the H-E-B UTSA Student Union (formerly University Center or UC) and Applied Engineering and Technology buildings. The XAG is the closest to the H-E-B UTSA Student Union.

If taking a ride sharing option, request drop off at the entrance of the Ximenes Garage, which is across from the H-E-B UTSA Student Union building. Take the outside stairs of the H-E-B UTSA Student Union and enter the double glass door. Ballrooms 1 and 2 Galleria is right there. Alternatively, once you exit the Ximenes Garage, take a right across the crosswalk and you will see the H-E-B Student Union building. Continue on the sidewalk, and you will find the ramp located on the right side of the building. The ramp will take you directly to Ballrooms 1 & 2 Galleria.

**UTSA BOOKSTORE**

The university bookstore is located in UTSA Student Union North, in case you want to purchase souvenirs.

## **SENDING MATERIALS IN ADVANCE**

If you would like to ship your materials ahead of time, please mail them to the following address:

University of Texas at San Antonio (UTSA)  
One UTSA Circle  
Central Receiving Services, CRW 1.01.00  
San Antonio, TX 78249  
LAW SCHOOL FAIR - [YOUR SCHOOL'S NAME]  
Attention: Dr. Ana Alvarez

Due to limited space, we request that materials are delivered to UTSA between Oct. 26 and Nov. 2, 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 barbecue luncheon will be served in a separate room from 12:30pm to 1:30pm (come and go as you please). The luncheon includes BBQ Brisket or BBQ chicken. For those with vegetarian diet, a Baked Potato (no bacon bits) and Tossed Salad (no bacon bits) with Ranch Dressing may be served. All meals will come with pinto beans, potato salad, coleslaw, dill pickles, marinated onions, jalapeno peppers, rolls and/or rye bread. Iced tea will also be available.

Please notify law fair site supervisor, Dr. Ana Alvarez, if you have special dietary needs **no later than October 26**. Requests made after this date may be accommodated only if time and staffing permit. If you prefer, there are also other [food options](#) served at UTSA.

## **WIFI ON CAMPUS**

Wireless access will be available in H-E-B UTSA Student Union Ballrooms 1 and 2. Our volunteer team will be happy to assist if needed.

## **RESTROOMS**

Restrooms are located in the main corridor of the H-E-B UTSA Student Union, next to the Ballrooms 1 & 2 Galleria.

## **TRAVEL TO SAN ANTONIO**

The closest airports to UTSA are [SAT](#) and [AUS](#). The driving distance between San Antonio to Austin is approx. 1.25-1.5 hours. If you are coming from San Marcos, the driving distance to San Antonio is approximately 1-1.25 hours.

## **ACCOMMODATIONS**

If you are unfamiliar with the San Antonio area, please visit UTSA's Visitor Page for information on [hotels](#) or [restaurants](#). For those who would like to see more of San Antonio, please see our local [visitor's bureau website](#).

## **TRAVEL TO HOUSTON LSAC FORUM AFTER THE UTSA LAW FAIR**

Driving from San Antonio to Houston is recommended (225 miles) and takes approx. 3.25 to 3.5 hours. Alternatively, the airports in Houston are [HOU](#) or [IAH](#).

## **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 Texas San Antonio. We look forward to welcoming you in person.

Dr. Ana Alvarez

[ana.alvarez@utsa.edu](mailto:ana.alvarez@utsa.edu) / (210) 458 2992

\* Note: Email is the best way to reach me.