



OFFICE OF DISABILITY CONCERNS

2401 N.W. 23rd, Ste. 90 (located in Shepherd Mall)

Oklahoma City, Oklahoma 73107-2423

(405) 521-3756 or 1-800-522-8224 Voice (405) 522-6695 Fax

www.ok.gov/odc

Dear *Business Leader*:

The Oklahoma Works Partners and the Oklahoma Office of Disability Concerns would like to extend our welcome and gratitude for joining us at our 2015 Fall Ability Job Fair, scheduled for Thursday, October 22nd from 10 am to 3 pm.

We hope you share our excitement about this unique opportunity to access diverse, talented and qualified job seekers in our area and community looking to lend their talents and abilities to your company's business' mission and goals! To increase the opportunity for attendance, we are working with various disability and veterans groups and associations. To date, we have generated significant interest in the community with building excitement with over 50 employers that plan on attending!

As shown on the attached map, the Ability Job Fair will be held at the Shepherds Mall centrally located. There is plenty of parking around the mall for both employers and job seekers. The event is scheduled from 10 am to 3 pm and you are invited to set up your company's display up anytime after 7:30 am.

Your booth is a draped 6 foot table with two chairs. Please remember that the mall does not offer access to any electrical connections. When you arrive please stop at our registration table outside our office at Suite 90 to receive your welcome packet and table assignment.

To make the most of this event please note the following:

- At any time, visit the ODC booth for assistance.
- Accessible restroom facilities are located though out the building.
- A break room with a mid morning snack as well as lunch will be provided for two (2) of your staff starting at 11:30 a.m. Additional lunches can be purchased for \$5 (if reserved by October 21, 2015).
- Many job seekers visit the Ability Job Fair after their work schedule. So it is important not to break down your booth until after 3 pm.
- There is a strict no solicitation policy that has been adopted.
- Please let us know that you may be coming to the 2015 Fall Ability Job Fair 2015 by Registering at <http://ok.gov/odc/AbilityJobFair.html>. For your convenience you may pay for the fair using PayPal or by check / money order made out to Oklahoma Independent Living Council (OKSILC) and mailed to address above.
- If you have questions or need any ACCOMMODATIONS please let us know via email (odc@odc.ok.gov) or by telephone (800-522-8224).



**OKLAHOMA
WORKS**

See *you* on October 22!



Ability Job Fair

October 22, 2015

10 am to 3 pm

2401 NW 23rd St
Oklahoma City, OK 73107

