

Law Fair at UTSA

Tuesday, November 4, 2024 | 10:30am – 1:30pm | Denman and Denman Galleria

[UTSA Institute for Law and Public Affairs](#)

One UTSA Circle
Student Union, SU 2.02.04
San Antonio, TX 78249

Dear Law School Admission Deans, Directors, and Representatives:

We are delighted that you will be joining us at the **University of San Antonio Law Fair**. In 2023, our law fair attracted around 200 prospective law students from UTSA and other universities in the greater Central Texas region. A Hispanic Serving Institution, [UTSA](#) reflects the population of San Antonio, and our Law Fair strives to provide prospective applicants both an educational experience and meaningful opportunities for students to engage with you.

EVENT AGENDA

The Law Fair will be held at Student Union Denman and Denman Galleria 10:30 am - 1:30pm. Law school representatives will check in outside the Denman Galleria at 9am. Lunch will be served at the Harris Room 12-1:30pm. Water, coffee, and snacks will be available in the Pecan Room, 2.01.26 throughout the event.

Time	Event	Location
9:00-10:30am	Rep. Check-in & table setup	Outside of SU 2.01 Denman Galleria
10:30–1:30 pm	Law School Fair	SU 2.01.28 and 2.01 Denman and Denman Galleria
12-1:30pm	Lunch	Lunch served in in H-E-B Student Union 2.212 – Harris

LOCATION

The UTSA Law Fair will be held at [UTSA Main \(1604\) Campus](#) in [Student Union \(SU\)](#) 2.01.28 Denman and 2.01 Denman Galleria. The SU Building is located across the H-E-B Student Union. Lunch will be held at H-E-B Student Union 2.212 – Harris, located across the Student Union Building. The break room will be SU 2.01.26, Pecan, next to the Denman Room. Please visit the [UTSA interactive map](#) to locate each room.

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 and Applied Engineering and Technology buildings. The XAG is the closest to the UTSA Student Union. Hourly parking is \$2.50 per hour. The Ximenes Garage pay stations are located at the stairwell and outside the cashier station. Payment is required before returning to the vehicle. If taking a ride sharing option, request drop off at the entrance of the Ximenes Garage. The [Student Union](#) building is across the H-E-B Student Union. An accessible route is available once you exit the Ximenes Garage, just 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. Continue on the ramp will take you directly the H-E-B Building. Use the elevator to the second floor and cross the bridge that connects with the Student Union building. The Denman Room and Galleria are right there. Please visit the [UTSA interactive map](#).

SENDING MATERIALS IN ADVANCE

If you would like to ship your materials ahead of time, please mail them to the following address: The University of Texas at San Antonio (UTSA)
One UTSA Circle

Central Receiving Services, CRW
1.01.00 San Antonio, TX 78249
LAW SCHOOL FAIR - [from: **YOUR SCHOOL'S FULL NAME**]
Attention: Dr. Ana Alvarez

Due to limited space, we request that materials are delivered to UTSA between Oct. 28 and 31, 2024. Please, track your package(s). We will place your materials at your table in the ballroom in the morning of the Law Fair. Please make sure your school's full name is clearly indicated and allow plenty of time for the delivery of your materials.

MEAL OFFERED DURING THE FAIR

A BBQ plate will be served for lunch in H-E-B Student Union 2.212 Harris, 12-1:30pm (come and go as you please). The plate will include 4 oz BBQ Brisket and ¼ BBQ Chicken, Pinto Beans, Potato Salad, Cole Slaw, Barbecue Sauce, Dill Pickles, Marinated Onions, Jalapeno Peppers, Dinner Rolls, Sweet and/or Unsweet Iced Tea. For dessert apple pie slice or double brownie. Please notify law fair site coordinator, Dr. Ana Alvarez, if you have special **dietary needs by October. 15**. 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 at all times. Our volunteer team will be happy to assist if needed.

RESTROOMS

Restrooms are located a few steps away from the Denman Galleria.

TRAVEL TO SAN ANTONIO

The closest airports to UTSA are SAT and AUS. Both airports service major carriers as well as offer multiple modes of transportation (Uber, Lyft, Super Shuttle, taxi, etc.) from airport to lodging.

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 AUSTIN AFTER UTSA LAW FAIR. Travel to Austin, TX after the Law Fair at UTSA can be done Monday afternoon. Driving to Austin is approx. 84 miles or a 1.30 hrs. drive, but with traffic it may be longer.

EMERGENCY INFORMATION

There are two emergency exit doors in the Denman Room. One is located behind the big screen in the podium that leads to the hallway of the building. The other is located at the left side of the main entrance door which leads to the Student Union underground. UTSA Police/Fire/Rescue/Hazmat phone number is (210) 458-4911 (from UTSA phone: 911).

CONTACT INFO

Please feel free to contact me at ana.alvarez@utsa.edu 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
Law Fair Coordinator/ Program Manager/Professor/Prelaw Advisor
ana.alvarez@utsa.edu (210) 458 2992. Email is the best way to reach me.