INFORMATION SESSION / EVENING PRESENTATION REQUEST FORM

The University of Kansas ● Business Career Services Center
125 Summerfield Hall ● 1300 Sunnyside Avenue
Lawrence, Kansas 66045
Phone 785-864-5591 ● Fax 785-864-5078
bcsc@ku.edu ● www.business.ku.edu/BCSC

Information Sessions are a great way to generate interest in your company and/or to provide pertinent information to students regarding your organization, recruiting process, and career opportunities.

The Business Career Services Center is happy to coordinate room reservation requests through the Kansas Unions. Room rental fees will be charged the University discount fee when the reservation is initiated through our office. Room fees can be found at: http://union.ku.edu/event-services/room-reservations/descriptions-and-rates/. The recruiting organization is responsible for all room fees including catering and/or AV equipment, and will be billed directly by the Kansas Unions for associated expenses. Further information on Union Policies can be found at: http://union.ku.edu/event-services/policies-cancellations/

*** IMPORTANT NOTE FOR OFF-SITE EVENTS *** If your organization is hosting an off-site evening or pre-recruiting event, please share relevant details with our office so that we can post the logistics in our recruiting management system. Our office routinely fields questions from students regarding off-site events.

Company Name: ________________________________________________________________

Day & Date of Presentation: M T W TH F ___________________________ Anticipated Number of Students: ___________

Location (to be completed if you event is off-site):

Room Reservation Time: ___________ to ___________ Information Session Time: ___________ to ___________

Room Set-Up: Round Tables _____ Theatre/Classroom Style: _____ Hollow Square or U: _____ Other: ___________

Session: OPEN TO ALL STUDENTS _________ OPEN TO “INVITED TO INTERVIEW” Students ONLY ________

Opening your session to all students allows you to increase the visibility of your organization on campus and market your company to future applicants – freshmen, sophomore, and junior level students.

Attire: Business Casual ___________ Business Professional ___________ Casual ___________

Will refreshments be served: Yes ___________ No ___________

REFRESHMENTS: For assistance with your catering needs, please contact KU Dining directly:

Whitney Fox
Catering Coordinator, Kansas Unions
(785)864-2444 and wlfox@ku.edu

Online Catering Guide and Prices: http://union.ku.edu/dining/catering/catering-guide/

AUDIO-VISUAL NEEDS: Additional audio-visual options/fees can be found on the KS Union Media Services menu at:

http://union.ku.edu/event-services/media-services/

☐ Data Projector ($75)      ☐ VCR/DVD & TV Monitor ($50)      ☐ Screen (No charge)

☐ Overhead Projector ($10) (for transparencies)      ☐ Laptop ($50)      ☐ AV Cart ($10)

☐ Podium (No charge)      ☐ Flip Chart w/pad & markers ($10)      ☐ Other __________________________

BILLING INFORMATION:

Billing point of contact: _______________________________ E-mail address: _______________________________

Phone: _______________________________ Billing address: _______________________________

COMPLETED FORMS SHOULD BE SCANNED TO CWEBB@KU.EDU OR FAXED TO THE BCSC AT (785)864-5078