Info Session/Tech Talk Guidelines

The UIC Engineering Career Center would be happy to have you on campus as you build your brand and recruit our stellar students. We approve requests for information session time slots on a first-come, first-serve basis. Request your event as early as possible.

Depending on which majors you are recruiting for, please email request to:
Patrick Devanney, prd@uic.edu (Chemical Eng. Mechanical Eng. Industrial Eng., Electrical Eng. & Energy Eng.)
Michelle Johnson, michjohn@uic.edu (Bio Eng., Civil Eng., Computer Science, Computer Eng. & Bioinformatics)

Request for an Info Session/Tech Talk
When emailing a request, please ensure it is at least 2 weeks prior to your desired date to allow the Career Center time to reserve the space and advertise the event.
Please provide at least three different dates/times, your media needs (projector, computer etc.) and how many parking vouchers you will need.
Due to other high volume events and exam schedules, we encourage you to request the event as early as possible to schedule during the following months:

    Fall Semester: **September through the third week of November**
    Spring Semester: January through the third week of April

Please request an information session on a Tuesday, Wednesday or Thursday during the ranges of noon-2pm or 4pm-6pm. Typically, sessions run 60 minutes long and should include:

- Food
- Representative who is a UIC alumnus
- Presentation (20-30 min.) *This can include company projects or examples of projects for new employees*
- An activity (optional)
- Q & A (10-15 min.)
- Networking (15-20 min.)

Please do not exceed the dedicated time block as there are often classes or other scheduled activities taking place in the space.

Campus Facilities
The Engineering Career Center staff will be responsible for reserving the space and will communicate the address, space capacity and equipment capabilities once it has been reserved.

Food & Beverages
Providing food and beverages is a great way to entice students to your info session! Though pizza and soda seem to be the most popular choice, you are welcome to explore other delicious options. It is best to either pick up the food before arriving or have it delivered at least 30 min. before the event start time to ensure enough time for set-up. Make sure to include plates, napkins, cups and utensils (if needed) with your order.
Recommended pizza places near UIC:

    Primos: 816 W Van Buren St. | 312-243-1052   **Papa John's Pizza:** 1151 W Taylor St. | 312-733-7272
    Domino's Pizza: 1234 S Canal St. | 312-666-5900   **Beggars Pizza:** 310 S. Clinton St. | 312-588-0055

Things to Bring
Company swag, brochures, business cards and giveaways (optional)

Marketing Event
Once a date, time and location of the event is confirmed, the ECC will promote the event through email blasts, weekly newsletters, fliers in designated areas and emails to student orgs. If you have a flier that you would like us to use, please email it to us after your request has been approved.

Parking
We provide parking validations for representatives on the day of your event. Please park in the Halsted Parking Garage (760 W Taylor St) using the entrance on Taylor St.