
Kellogg Presentations Guide 2011 - 2012

Welcome to the Kellogg School of Management!

This guide is for companies who would like to hold a presentation for Kellogg students. If you have questions that are not answered here, please call your Industry Relationship Manager (IRM) at the Career Management Center before the date of your event.

Industry Relationship Managers (by industry)

Consulting/Services/High-Tech/Retail/Entertainment/Media

John Boley (j-boleyn@kellogg.northwestern.edu) 847.491.2711

Financial Services/Real Estate/Public/Non-Profit

Kate Rice (k-orrn@kellogg.northwestern.edu) 847.467.3230

Manufacturing/CPG/Pharma//Biotech/Healthcare/Transportation/Energy

Sam Samberg (e-samberg@kellogg.northwestern.edu) 847.491.2712

Contact Information

Career Management Center
Kellogg School of Management
Donald P. Jacobs Center, 2nd Floor
2001 Sheridan Road
Evanston, IL 60208-2001

Ph. 847.491.3168

Fax. 847.491.2750

E-mail: cmc@kellogg.northwestern.edu

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Key Dates

September 19, 2011	Fall quarter begins
October 10, 2011	Columbus Day*
November 11, 2011	Veteran's Day (<i>observed</i>) *
November 21-25, 2011	Thanksgiving class break **
December 2, 2011	Fall quarter classes end
January 3, 2012	Winter quarter begins
January 16, 2012	Martin Luther King Day ***

* CMC office open, classes in session

** CMC office closed Nov. 24 & 25

*** CMC office open, no classes

Presentations – SIGNUPS BEGIN MAY 31 AT 11:00 AM CDT

Please note: If you are new to Kellogg's recruiting we strongly recommend attending a Kellogg Networking Night rather than holding a presentation. Information on these events can be found [here](#)

Both on-campus and off-campus presentations should be scheduled with your Industry Relationship Manager. Presentations, once scheduled, are advertised on the Kellogg Web site. You may send three posters (not larger than 16" x 22") to be displayed two weeks prior to your event. Any extras will be discarded. At the student's request, we do not stuff student mailboxes with flyers.

Scheduling

To schedule a presentation please complete a Presentation Request Form via the Kellogg CMS found [here](#)

This does not guarantee the date you are requesting as it may conflict with other presentations already scheduled. Based on your interview date, please pick a presentation date within the recommended time frame (check the Recommended Date Chart on the following page).

Each company is allotted one hour on the presentation calendar without competing companies holding conflicting presentations. Date and time requests are handled on a first-come, first-served basis. If you are planning to do an off-campus presentation, we ask that you not schedule a location until the date has been confirmed by your Industry Relationship Manager in case the requested time or date is not available.

If the dates/times you request are not available, we will schedule you into the next available slot on our calendar. **Please indicate on your form if either being on campus or booking one of your requested dates is most important.**

Guidelines and Policies

- You may conduct one 2nd year presentation and one 1st year presentation, **OR** one combined 1st and 2nd year presentation.
 - 2nd year only presentations begin *September 19, 2011*.
 - 1st and 2nd year combined presentations begin *October 7, 2011*.
 - 1st year only presentations begin *October 17, 2011*.
- Evening presentations are scheduled, Mondays through Thursdays at 5:15pm and 7:00pm. 5:15 presentations can be held on or off-site. 7:00 presentations are never held at the Jacobs Center. You must book your own off-site venue.
- Lunch presentations are scheduled on Mondays, Tuesdays, and Fridays at 12:15pm.
- For off-site presentations, companies must arrange, cancel or change their events with the appropriate facility contact person after confirming a date and time with your Industry Relationship Manager.
- Catering is handled by the company. For Jacobs Center presentations, food can be eaten but not set up inside the classrooms. We will have two 6-foot tables outside the room for food. *When choosing your food, please remember that many Kellogg students are vegetarians.*
- For Jacobs Center presentations, companies will have only one hour in the room due to classes before and after presentations.
- Your presentation may last no more than one hour. We recommend 15 – 20 minutes of company/job information and 40 – 45 minutes of Q&A/networking.

Recommended Presentation Date Chart

	2nd Year Only	1st and 2nd Year	1st Year Only
<i>Interview Dates</i>	<i>Recommended Presentation Dates</i>		
Oct. 17 - 21	Sept. 19 – 30		
Oct. 24 - 28	Oct. 3 – 7		
Oct. 31 – Nov. 4	Oct. 7 - 14	Oct. 7 - 14	
Nov. 7 - 11	Oct. 17 - 21	Oct. 17 - 21	
Nov. 14 - 18	Oct. 24 - 28	Oct. 24 - 28	
Jan. 23 - 27			Oct. 17 – Nov. 4
Jan. 30 – Feb. 3			Nov. 7 - 18
Feb. 6 - 10			Jan. 3 – 13
Feb. 13 - 17			Jan. 16 - 20
Feb. 20 - 24			Jan. 23 - 27

Notes

- **Please be sure to consider your resume submission and/or closed list due date when selecting presentation dates.**
- Due to closed list submission deadlines, if your on-campus interview dates are in Rounds 1 or 2, you will not be able to hold a combined 1st and 2nd Yr. corporate presentation.
- Presentation turnout can be small. If you are newer to Kellogg recruiting or have been disappointed in your presentation turnout in the past, we encourage you to consider participating in one of the [Kellogg Networking Nights](#) in lieu of a formal corporate presentation. Additionally, please feel free to contact your Industry Relationship Manager to discuss other alternatives.

Step-by-Step Instructions

1. Signups begin at 11:00 AM CDT on Tuesday, May 31st, 2011.
2. Fill out and submit the Presentation Request Form via the Kellogg CMS.
3. An Industry Relationship Manager will email you to confirm the date and time of your presentation.
4. If your presentation is off-campus, once the date and time has been confirmed by our office, find a location for your event and notify your Industry Relationship Manager.
5. Set up catering for your event. *Please remember that many Kellogg students are vegetarians.*
6. Two weeks prior to your event you may send posters (3) advertising your event and also contact the relevant [Kellogg industry clubs](#) to have them include information about your event in their weekly newsletter.
7. A few days before your presentation, ship materials **to the location where your presentation is being held**. Boxes should be clearly marked “hold for presentation” with the appropriate date and company name. For Jacobs Center presentations, we can hold up to 5 boxes for your event. For all other locations, contact the venue for shipping information and space limitations. Jacobs Center address is:

Career Management Center
Kellogg School of Management
2001 Sheridan Road
Evanston, IL 60208
Attn: (*your Industry Relationship Manager*)

On-Campus - Donald P. Jacobs Center

847.491.3168

Room numbers will be assigned by your Industry Relationship Manager.

If you are planning to hold your presentation in the Jacobs Center, please note:

1. Your company representatives will not have access to the room until 5:15 pm (or 12:15 pm for lunch presentations) and must be completely out of the room by 6:15 pm (or 1:15 pm for lunch presentations).
2. Small receptions may be held in the hallway outside the classroom after the presentation, as long as the volume is not disruptive to the class in progress.
3. Food is not allowed in the rooms but can be set up in the hallways. Beer and wine is allowed however students rarely consume alcohol at recruiting events. *Please remember that many Kellogg students are vegetarians*
4. We will provide 2 six-foot tables outside your room for catering. Please inform your caterer of the table space that is available and that the hallways do not have access to electrical outlets.
5. The largest classroom available for presentations holds approximately 90 students. If you anticipate your attendance will be larger, please consider using an off-site location.
6. We do not have the ability to store large numbers of boxes for presentations at the Jacobs Center. If you feel you will need to send more than 5 *medium-sized* boxes for a presentation, please consider using an off-site location.
7. Boxes may not be sent more than 3 days prior to your event.
8. Parking is available without a visitor's permit after 4:00 pm. Prior to 4:00 pm, we recommend public transportation as it is extremely difficult to find parking near the Jacobs Center. If you need a visitor permit please contact your IRM two weeks before the event to allow enough time to mail a parking pass along with a map showing the remote lot (3-4 blocks away) where visitor parking is permitted.
9. Although there will be a CMC staff member available at the beginning of your presentation to help with set up, there is no CMC staff present after 5:30 pm.
10. The following is available in every classroom:
 - a. Laptop hook up
 - b. Screen
 - c. LCD projector
 - d. Overhead projector

Off-Campus Locations

Once a presentation date/time has been confirmed by the Career Management Center, companies must contact a venue for booking a room, catering and/or equipment information.

Meeting Facilities

James L. Allen Center

847-467-7016

Located on the Northwestern campus.

Offers a large variety of room sizes and services. Any media equipment needs can be met.

Hotel Orrington

847-866-8700

Offers a large variety of room sizes and services. Any media equipment needs can be met.

Hilton Garden Inn

847-475-6400

Offers a large variety of room sizes and services. Any media equipment needs can be met.

The Woman's Club of Evanston

847-475-3800

Offers 2 large rooms and some services. Contact the facility for specific media equipment questions.

Now We're Cookin'

847-570-4140

Non-traditional! - A contemporary demonstration kitchen with adjacent conference/dining room.

Contact the facility with formal presentation equipment questions.

Caterers/Food

Companies are responsible for setting up their own catering for on- or off-campus presentations.

Please remember that many Kellogg students are vegetarians

Kafe Kellogg (Jacobs Center only)

847-467-4175

café@kellogg.northwestern.edu

Foodstuffs

847-328-8504

catering@foodstuffs.com

A Tray to Remember

847-966-8333

Food For Thought

847-982-2608

MJ Catering & Events

847-869-1180

Rent-A-Chef, Inc.

847-676-CHEF (2433)

Bat 17 (Gourmet Sandwiches)

847-733-7117

Lou Malnati's Pizzeria

847-328-5400

Panera Bread

847-733-8356

Pomegranate (Middle-Eastern)

847-475-6002

Potbelly Sandwich Works

847-328-1800

Restaurants, Bars, Pizza and Coffee / Tea Shops

Restaurants

(average entrée price)

\$\$\$\$ (\$25 and up)

- [Chef's Station](#) -- American (Contemporary), 847-570-9821 *
- [Oceanique](#) -- French/Seafood, 847-864-3435 ** †
- [Pete Miller's](#) -- Steakhouse, 847-328-0399 **
- [Quince](#) -- American (Contemporary), 847-570-8400 **
- [Stained Glass](#) -- American Contemporary/Wine Bar, 847-864-8600 **

\$\$\$ (\$16 - \$24)

- [Bravo Cucina Italiana](#) -- Italian, 847-733-0917 **
- [Campagnola](#) -- Italian, 847-475-6100 ** †
- [Celtic Knot](#) -- Irish/Modern European, 847-864-1679 **
- [Davis Street Fishmarket](#) -- Seafood, 847-869-3474 *
- [Noyes Street Cafe](#) -- American/Greek/Italian, 847-475-8683 *
- [Pensiero Ristorante](#) -- Italian, 847-475-7779 **
- [Tapas Barcelona](#) -- Spanish/Basque, 847-866-9900 *
- [That Little Mexican Cafe](#) -- Mexican, 847-905-1550 *

\$\$ (\$15 and under)

- [Gio](#) -- Italian, 847-869-3900 **
- [Koi](#) -- Chinese/Japanese/Sushi, 847-866-6969 **
- [Mount Everest](#) -- Nepali/Indian, 847-491-1069 **
- [Olive Mountain](#) -- Middle Eastern, 847-475-0380 *
- [Pine Yard](#) -- Chinese, 847-475-4940 *
- [Thai Sookdee](#) -- Thai, 847-866-8012 **

Pizza

- [Giordano](#) -- 847-475-5000 *
- [Lou Malnati's](#) -- 847-328-5400 *

Bar/Grills

- [Bar Louie Evanston](#) -- 847-733-8300 *
- [Prairie Moon](#) -- 847-864-8328 **
- [Tommy Nevin's Pub](#) -- 847-869-0450 **

Coffee / Tea Shops

- [Argo Tea](#) -- 847-864-6909
- [Dream About Tea](#) -- 847-864-7464
- [Panera Bread](#) -- 847-733-8356
- [Peet's Coffee & Tea](#) -- 847-864-8413
- [Starbucks Coffee](#) -- 847-492-0490
- [Unicorn Cafe](#) -- 847-332-2312

* Denotes recommended for corporate events – General Seating

** Denotes recommended for corporate events – Private Dining Area

† Not walking distance to campus

Detailed user reviews:

www.yelp.com/chicago

Locations: maps.google.com

For recommendations in the City of Chicago, please contact the CMC

Travel to Campus

Allow 60 minutes of travel time from downtown Chicago (the Loop) or O'Hare Airport. Driving time from Midway Airport can take 75-90 minutes.

- Traveling at rush hour or in inclement weather will increase the length of the trip.
- Add 30-45 minutes if you plan to travel by "L".

From the Loop

By car, take Lake Shore Drive north to its end, turn right; continue north on Sheridan Road into Evanston. Kellogg is located at the intersection of Sheridan Road and Foster Street. (Driving northbound on Lake Shore Drive during morning rush hour: Exit at Bryn Mawr; go west to Broadway; turn right and continue north; Broadway merges into Sheridan Road.)

From O'Hare Airport

Drive north on the Tri-State Tollway (I-294) to the Dempster Street east exit. Take Dempster Street into Evanston. Turn left (north) on Chicago Avenue which turns into Sheridan Road. Kellogg is located at the intersection of Sheridan Road and Foster Street.

From Midway Airport

Drive north (east) on the Stevenson Expressway (I-55) to I-94 north (west). Exit at Dempster Street east. Take Dempster into Evanston. Turn left (north) on Chicago Avenue which turns into Sheridan Road. Kellogg is located at the intersection of Sheridan Road and Foster Street.

or

Drive north (east) on the Stevenson Expressway (I-55) to Lake Shore Drive. Follow directions for "From the Loop" above

Parking

Parking permits are not required on-campus after 4:00 pm and thus we do not supply parking permits to companies except in the event of lunch-time presentation. If your presentation is scheduled for the 12:15 slot, please contact your Industry Relationship Manager two weeks prior to the event for parking pass mailing. Issued passes will only be good in lots 3-4 blocks from our building.

PLEASE NOTE: We strongly recommend taking public transportation or taxi cabs to get to campus (regardless of the presentation time) due to extremely limited parking options.