

Kellogg Presentations Guide 2014 - 2015

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 contact your Industry Relationship Manager.

Please note: If you are new to Kellogg's recruiting we strongly recommend attending a Kellogg Networking Night (KNN) 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 one poster (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 Career Management System found [here](#).

This does not guarantee the date you are requesting as it may conflict with other presentations or club events 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 (same industry and/or function) presentations. Date and time requests are handled on a first-come, first-served basis.

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 which is most important to you: being on campus or booking one of your requested dates.**

Guidelines/ Policies/ Notes

- **Second-Year Only Presentations:** Due to constraints to the Kellogg calendar and decreasing attendance at 2nd-year-only presentations, these events will only be approved for companies who have a successful recruiting history at Kellogg or who conducted successful second-year-only presentations last year. For all other companies, we suggest attending one of our [Kellogg Networking Nights](#) in lieu of a formal corporate presentation
- Lunch presentations are scheduled on Mondays, Tuesdays, and Fridays at 12:15pm.
- Evening presentations are scheduled, Mondays through Thursdays at 5:15pm and 7:00pm. 5:15 presentations can be held on- or off-campus. 7:00 presentations are never held at the Jacobs Center. You must book your own off-site venue.
- 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.
- If you are planning to do an off-campus presentation, we ask that you not schedule a location until the date/time has been confirmed by the CMC in case the requested time or date is not available.
- Catering is handled by the company. For Jacobs Center presentations, food can be eaten but not set up inside the classrooms. We will have a table 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. This includes set-up, presentation and clean-up.
- Your presentation may last no more than one hour. We recommend 15 – 30 minutes of company/job information and 30 – 45 minutes of Q&A/networking.
- **If you have on-campus interviews, please be sure to consider the resume submission and/or closed list due date when selecting presentation dates.**

Recommended Presentation Date Chart

	2nd Year Only	1st Year Only
<i>Interview Dates</i>	<i>Recommended Presentation Dates</i>	
Oct. 15 - 16	Sept. 22 - 23	
Oct. 20 - 24	Sept. 22 - 26	
Oct. 27 - 31	Sept. 29 - Oct 3	
Nov. 3 - 7	Oct. 6 - 10	
Nov. 10 - 12	Oct. 13 - 17	
Jan. 14 - 15		Oct. 20 - Nov. 21
Jan. 20 - 23		Oct. 20 - Nov. 21
Jan. 26 - 30		Oct. 20 - Nov. 21
Feb. 2 - 6		Oct. 20 - Jan. 9
Feb. 9 - 13		Oct. 20 - Jan. 16

Key Dates

September 22, 2014	Fall quarter begins
October 13, 2014	Columbus Day – <i>classes in session</i>
October 31, 2014	Halloween
November 11, 2014	Veteran's Day (<i>observed</i>) – <i>classes in session</i>
November 21, 2014	Last day for recruiting events until January 6
November 24-28, 2014	Thanksgiving class break
January 5, 2015	Winter quarter begins
January 19, 2015	Martin Luther King Day - no classes
February 16, 2015	Presidents' Day – <i>classes in session</i>

Step-by-Step Instructions

1. Fill out and submit the Presentation/KNN Request Form via the Kellogg CMS.
2. An Employer Relations team member will email you to confirm the date and time of your presentation within 3 weeks.
3. 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.
4. Set up catering for your event. *Please remember that many Kellogg students are vegetarians.*
5. Two weeks prior to your event you may send one poster advertising your event. You may also wish to contact the relevant [student industry clubs](#) to see if they are able to include information about your event in their weekly newsletter.
6. 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 3 *medium-sized* boxes for your event. For all other locations, contact the venue for shipping information and space limitations. Jacobs Center address is:

Kellogg School of Management
2001 Sheridan Road
Corporate Interview Ste. – Room 280
Evanston, IL 60208
Attention: (*your Industry Relationship Manager*)

On-Campus - Donald P. Jacobs Center

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 a table outside your room for catering. Please inform your caterer that limited table space is available and that the hallways do not have access to electrical outlets.
5. Room numbers will be assigned by your Industry Relationship Manager
6. 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.
7. 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 3 *medium-sized* boxes for a presentation, please consider using an off-site location.
8. Boxes may not be sent more than 3 days prior to your event.
9. 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 are holding a 12:15 presentation and 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.
10. 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.
11. The following is available in every classroom:
 - a. Laptop hook up
 - b. Screen
 - c. LCD projector
 - d. Sound capabilities
 - e. Overhead projector

Off-Campus Locations

Presentation/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 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)

Foodstuffs

Entertaining Company

A Tray to Remember

Food For Thought

Rent-A-Chef, Inc.

Bat 17 (Gourmet Sandwich/Salads)

Carmen's (Pizza)

Lou Malnati's Pizzeria

Panera Bread (Sandwich/Salads)

Pita Inn (Middle-Eastern)

Potbelly Sandwich Works (Sandwich/Salads)

Pret-a-Manger (Sandwich/Salads)

Restaurants (Private Room or General Seating)

Bat 17 \$\$

Gourmet Sandwiches/Salads

For groups up to 140 people.

Bravo Cucina Italiana \$\$\$

Italian

For groups up to 40 people.

Koi \$\$

Pan-Asian/sushi

For groups up to 75 people.

Mount Everest \$\$

Nepali/Indian

For groups of up to 65 people

[Campagnola](#) \$\$\$

Italian

For groups of 15 to 120 people.

[Celtic Knot](#) \$\$\$

Irish/Modern European

Up to 50 seated, 75 buffet style.

[Davis Street Fishmarket](#) \$\$\$\$

Seafood

50 for sit-down, 75 for cocktails

[Firehouse](#) \$\$

Bar/Grill

For groups up to 150 people.

[Farmhouse](#) \$\$\$

Gastropub

Many private spaces available, up to 90 people. 75 for dining, 125 for appetizers/cocktails.

[Found](#) \$\$\$\$

American

For groups of up to 200 people.

[Prairie Moon](#) \$\$

Bar/Grill

For groups from 25 to 250 people.

[Pensiero Ristorante](#) \$\$\$\$

Upscale Italian

Private seating for 4 – 150 people.

[Pete Miller's](#) \$\$\$\$

Steakhouse

For groups up to 150 people.

[Quince](#) \$\$\$\$

Contemporary American

Private seating for 4 - 50 people.

[Stained Glass](#) \$\$\$\$

Contemporary American /Wine Bar

75 for dining, 125 for appetizers/cocktails.

[Tommy Nevin's Pub](#) \$\$

Bar/Grill

For groups of up to 70 people

Restaurants (General Seating Only)

[Bar Louie](#) \$\$

Bar/Grill

[Noyes Street Cafe](#) \$\$\$

American/Greek/Italian

[Bistro Bordeaux](#) \$\$\$\$

French Bistro

[Tapas Barcelona](#) \$\$

Spanish/Basque/Tapas

[Chef's Station](#) \$\$\$\$

Contemporary American/French

[That Little Mexican Cafe](#) \$\$\$

Mexican

[Giordano's](#) \$

Pizza

Coffee/ Tea Shops (Coffee Chats/Informal Student Meetings)

[Argo Tea](#)

[Peet's Coffee & Tea](#)

[Cafe Mozart](#)

[Starbucks](#)

[Dream About Tea](#)

[Unicorn Cafe](#)

[Panera Bread](#)

Travel to Campus

PLEASE NOTE: We strongly recommend taking public transportation or taxi cabs due to extremely limited parking options.

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. If your presentation is at 5:15, you are able to park in any of the lots without a pass.

Industry Relationship Managers

INDUSTRY	IRM
Consulting	Megan Thomas
Consumer Packaged Goods (CPG)	Sam Samberg
Energy	Megan Thomas
Entertainment / Leisure	Megan Thomas
Financial Services (inc. PE/VC)	Lisa Kozlo
Healthcare (biotech, devices, pharma, services)	Lisa Kozlo
High-tech	Lisa Kozlo
Hospitality	Megan Thomas
Manufacturing	Sam Samberg
Media / Publishing	Megan Thomas
Non-profit / Government	Lisa Kozlo
Real Estate	Lisa Kozlo
Retail	Sam Samberg
Services	Megan Thomas
Transportation / Logistics	Sam Samberg