Fall 2012

The Kellogg Career Management Center is very pleased that you will be joining us for one of the 2012 Kellogg Networking Nights (KNN). Please take a moment to read over the information below and pass it along to the company representatives that will be in attendance.

In order to publicize your attendance we need three things from you prior to September 1st.

1. Company Logo: We need your company logo emailed **as a .doc or .jpg file attachment**.

2. Invoice: Please return your invoice via the methods listed on the invoice

3. 150 Word Company Description: Your company description will be used in conjunction with the information on your KNN reservation form to compile a packet of information for students about the companies attending the event. Details that will be included on your company page in the packet:

   - Company name
   - Contact name and email address
   - Website
   - Industry
   - Functions for which you will be recruiting
   - Company description
   - Work authorization information
   - On-campus recruiting dates (if any)
   - Locations for which you will be recruiting

General KNN Information:

Time: 5:15 – 7:15 pm (registration will begin at 4:30 pm)

Location: Donald P. Jacobs Center
            2001 Sheridan Rd.
            Evanston, IL 60208

Dress: Business Casual

Cost: $400

GUIDELINES / DETAILS: These are <u>very important</u>, so please take the time to read them over carefully.

- In recent years, there has been confusion about work authorization requirements. As a result, company representatives have given international students incorrect information or international students have not approached certain tables thinking the company could not hire international students when that was not the case. Please be sure that the representatives that attend are aware of

your company's sponsorship abilities and that the correct work authorization selection was made on your KNN reservation form.

- Due to extremely limited parking space on campus, we advise that attendees arrive via cab or public transportation. We would be happy to order a cab for you at the end of the evening. If you plan to drive, the parking lot just north of our building allows public parking **after 4:00 PM**.

- Each company will have one small, round cocktail table at which to station representatives. While we would be happy to have as many as three representatives from your company present at the KNN, two may be a more comfortable number.

- Multi-media equipment, walls/window posters and displays cannot be used.

- While Kellogg is encouraging companies to "go green," literature can be placed on tables outside the event for student pick-up. If you send these ahead of time, the CMC will set them out prior to the start of the event. No materials are permitted at the individual company tables.

- Due to storage/space issues, the Career Management Center can accommodate storage of **no more than** 2 boxes per company.

- We would be happy to dispose of leftover company literature but if you plan to ship materials back, please bring (or enclose in the shipment) return address labels (Fed-Ex, UPS, etc.) with all billing information provided. The CMC can handle packing and transportation to the mailroom.

- Materials may be sent to the location address above and should be marked "Kellogg Networking Night, 'date' ". Please have boxes arrive no earlier than 3 business days before your KNN.

KNN Date	Materials Should Arrive
September 24th	September 19th
September 27th	September 24th
October 4th	October 1st
October 11th	October 8th
November 29th	November 26th

- Drinks (beer, wine, soda, etc.) and hors d'ouvres will be served.

- The Career Management Center will contact pertinent Kellogg clubs and ask them to notify their members (via their newsletter) that representatives from your company will be in attendance.

If you have questions about any of the items above, please don't hesitate to contact the Career Management Center. We look forward to having you in attendance at this event.

Sincerely,

Employer Relations Team
Kellogg Career Management Center