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.

**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**

- Company presentations are an opportunity to introduce your organization to Kellogg students and speak to the opportunities and career paths available to MBA students at your company.

- 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.

- Lunch presentations are scheduled on Mondays, Tuesdays, and Fridays at 12:15 p.m.

- Evening presentations are scheduled, Mondays through Thursdays at 5:15 p.m. and 7:00 p.m.
  - 5:15 p.m. presentations can be held on- or off-campus.
  - 7:00 p.m. presentations are never held at the Jacobs Center (on-campus). 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 to prevent conflicting presentations.

• Catering is handled by the company. For Jacobs Center (on-campus) 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 (on-campus) 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.

• **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.

• **If you have on-campus interviews, please be sure to consider the resume submission and/or closed list due date when selecting presentation dates.**

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**Recommended Presentation Date Chart**

<table>
<thead>
<tr>
<th>Interview Dates</th>
<th>2nd Year Only</th>
<th>1st Year Only</th>
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</thead>
<tbody>
<tr>
<td>Oct. 13 - 14</td>
<td>Sep. 19 – 26</td>
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<tr>
<td>Oct. 17 - 21</td>
<td>Sep. 19 – 26</td>
<td></td>
</tr>
<tr>
<td>Oct. 24 - 28</td>
<td>Sep. 26 – Oct. 3</td>
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<tr>
<td>Oct. 31 - Nov. 4</td>
<td>Oct. 3 – 10</td>
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<tr>
<td>Nov. 8 - 9</td>
<td>Oct. 10 – 17</td>
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<tr>
<td>Jan. 11 - 12</td>
<td></td>
<td>Oct. 19 – Nov. 20</td>
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<tr>
<td>Jan. 17 - 19</td>
<td></td>
<td>Oct. 19 – Nov. 20</td>
</tr>
<tr>
<td>Jan. 24 - 27</td>
<td></td>
<td>Oct. 19 – Nov. 20</td>
</tr>
<tr>
<td>Jan. 30 - Feb. 3</td>
<td></td>
<td>Oct. 19 – Nov. 20</td>
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<tr>
<td>Feb. 5 - 10</td>
<td></td>
<td>Oct. 19 – Nov. 20</td>
</tr>
<tr>
<td>Date</td>
<td>Event/Action</td>
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<td>------------</td>
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</tr>
<tr>
<td>May 4-11</td>
<td>Interview / event reservation submission begins</td>
<td></td>
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<tr>
<td>August 1</td>
<td>Full-time job descriptions due into CMS for on-campus recruiting</td>
<td></td>
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<tr>
<td>Late August</td>
<td>2nd Year resume database available</td>
<td></td>
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<tr>
<td>August 20-27</td>
<td>Full-time KWEST trips</td>
<td></td>
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<tr>
<td>August 29</td>
<td>CIM (orientation) begins for 1st Years</td>
<td></td>
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<tr>
<td>September 12</td>
<td>2nd Year pre-term class</td>
<td></td>
</tr>
<tr>
<td>September 19</td>
<td>Classes begin</td>
<td></td>
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<tr>
<td>September 19</td>
<td>2nd Year Kellogg Networking Night – Consulting</td>
<td></td>
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<tr>
<td>September 22</td>
<td>2nd Year Kellogg Networking Night – Multi-industry</td>
<td></td>
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<tr>
<td>September 26</td>
<td>1st Year educational events w/ clubs begin. <em>No networking or taking attendance until Oct. 17</em></td>
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<tr>
<td>September 29</td>
<td>2nd Year Kellogg Networking Night - Multi-Industry</td>
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<tr>
<td>October 10</td>
<td>1st Year outreach can start for promoting your upcoming CMC events</td>
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<tr>
<td>October 13-14</td>
<td>Banking full-time interview days</td>
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<tr>
<td>October 13</td>
<td>1st and 2nd Year Kellogg Networking Night - Multi-Industry</td>
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<tr>
<td>October 17</td>
<td>2nd Year on-campus full-time interviews (October 17 - November 9)</td>
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<tr>
<td>October 17</td>
<td>1st Year presentations and other off-campus events/dinners may begin</td>
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<tr>
<td>October 24</td>
<td>Internship job descriptions due into CMS for on-campus recruiting</td>
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<tr>
<td>Mid-November</td>
<td>1st Year resume database available</td>
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<tr>
<td>November 15-16</td>
<td>Growth Forum (No company recruiting or events)</td>
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<tr>
<td>November 20</td>
<td>Last day of company events in 2016</td>
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<tr>
<td>November 21-25</td>
<td>Thanksgiving break (no classes) (CMC office closed November 24 and 25 )</td>
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<tr>
<td>December 2</td>
<td>2nd Year offer decision deadline - full-time offers from student’s summer employer</td>
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<tr>
<td>December 3-10</td>
<td>Final exams fall quarter</td>
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<tr>
<td>December 23-26</td>
<td>Winter break (CMC office closed)</td>
<td></td>
</tr>
<tr>
<td>December 30 - January 2</td>
<td>New Year's break (CMC office closed)</td>
<td></td>
</tr>
</tbody>
</table>

### 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 5</td>
<td>1st and 2nd Year Kellogg Networking Night - Multi-Industry</td>
</tr>
<tr>
<td>January 6</td>
<td>2nd Year decision deadline for full-time offers (or one week, whichever is later)</td>
</tr>
<tr>
<td>January 11-12</td>
<td>Banking internship interview days</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King, Jr. Day (no classes – CMC closed)</td>
</tr>
<tr>
<td>January 17</td>
<td>1st Year on-campus internship interviews (January 17 – February 10)</td>
</tr>
<tr>
<td>March 3</td>
<td>1st Year decision deadline for internship offers (or one week, whichever is later)</td>
</tr>
<tr>
<td>March 11-17</td>
<td>Final exams winter quarter</td>
</tr>
<tr>
<td>March 15-24</td>
<td>Global Initiatives in Management (GIM) trips</td>
</tr>
<tr>
<td>March 20-24</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 27</td>
<td>Classes begin</td>
</tr>
<tr>
<td>April 13</td>
<td>1st and 2nd Year Kellogg Networking Night - Multi-Industry</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day (no classes – CMC closed)</td>
</tr>
<tr>
<td>June 3-9</td>
<td>Final exams spring quarter</td>
</tr>
<tr>
<td>June 12</td>
<td>All students available for summer internships. <em>Some may be available in the prior week.</em></td>
</tr>
<tr>
<td>June 16</td>
<td>Kellogg Convocation</td>
</tr>
</tbody>
</table>
**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

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**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.

**Hyatt House Evanston**
847-864-2300
Offers 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.

**For the sake of ease and expediency, we highly recommend utilizing boxed lunch options when available** Please remember that many Kellogg students are vegetarians.

Kafe Kellogg (Jacobs Center in-house option)
Foodstuffs (Wide variety of catered options)
Entertaining Company (Wide variety of catered options)
A Tray to Remember (Wide variety of catered options)
Food For Thought (Wide variety of catered options)
Rent-A-Chef, Inc. (Wide variety of catered options)
Bat 17 (Gourmet Sandwich/Salads)
Carmen’s (Pizza)

Freshi (Fresh fare)
Lou Malnati’s Pizzeria
Lyfe Kitchen (Fresh fare)
Koi (Asian)
Panera Bread (Sandwich/Salads)
Pita Inn (Middle-Eastern)
Potbelly Sandwich Works (Sandwich/Salads)
Soulwich (Asian-style sandwiches)

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.

Campagnola $$$
Italian
For groups of 15 to 120 people.

Celtic Knot $$$
Irish/Modern European
Up to 50 seated, 75 buffet style.

Mount Everest $$
Nepali/Indian
For groups of up to 65 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.

Smylie Brothers
Bar/Grill
For groups up to 150 people.

Farmhouse $$$
Gastropub
Many private spaces available, up to 90 people.

Stained Glass $$$$
Contemporary American /Wine Bar
75 for dining, 125 for appetizers/cocktails.

Found $$$$  
American
For groups of up to 200 people.

Tommy Nevin's Pub $$
Bar/Grill
For groups of up to 70 people

Koi $$
Pan-Asian/sushi
For groups up to 75 people.

Craft brewery & smokehouse
Private seating for up to 50 people.

**Restaurants (General Seating Only)**

Bar Louie $$
Bar/Grill

Giordano's $
Pizza

Bangers & Lace $$
English style pub

Tapas Barcelona $$
Spanish/Basque/Tapas

Bistro Bordeaux $$$$  
French Bistro

That Little Mexican Cafe $$$
Mexican

Chef's Station $$$$  
Contemporary American/French

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

Argo Tea

Patisserie Coralie

Coffee Lab

Peet's Coffee & Tea

Dream About Tea

Starbucks

Panera Bread

Unicorn Cafe
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

<table>
<thead>
<tr>
<th>INDUSTRY</th>
<th>IRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>Marissa Moore</td>
</tr>
<tr>
<td>Consumer Packaged Goods (CPG)</td>
<td>Sam Samberg</td>
</tr>
<tr>
<td>Industry</td>
<td>Liaison</td>
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<tr>
<td>--------------------------------------------</td>
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<tr>
<td>Energy</td>
<td>Claire Walker</td>
</tr>
<tr>
<td>Entertainment / Leisure</td>
<td>Marissa Moore</td>
</tr>
<tr>
<td>Financial Services (inc. PE/VC)</td>
<td>Marissa Moore</td>
</tr>
<tr>
<td>Healthcare (biotech, devices, pharma, services)</td>
<td>Sam Samberg</td>
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<tr>
<td>Hospitality</td>
<td>Marissa Moore</td>
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<tr>
<td>Manufacturing</td>
<td>Claire Walker</td>
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<tr>
<td>Media / Publishing</td>
<td>Marissa Moore</td>
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<tr>
<td>Non-profit / Government</td>
<td>Claire Walker</td>
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<tr>
<td>Real Estate</td>
<td>Marissa Moore</td>
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<tr>
<td>Retail</td>
<td>Sam Samberg</td>
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<tr>
<td>Services</td>
<td>Marissa Moore</td>
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<tr>
<td>Tech</td>
<td>Claire Walker</td>
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<tr>
<td>Transportation / Logistics</td>
<td>Sam Samberg</td>
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</tbody>
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The [Kellogg CMC website](#) can be an extremely useful resource as you navigate recruiting at Kellogg. Again, any questions, we encourage you to reach out to your [CMC liaison](#). We are looking forward to a successful 2016-17 recruiting season!