**Guidelines for Company Presence on Campus 2016 – 2017**

The Career Management Center, Corporate Partnerships Department and student leaders worked together to create equitable opportunities for collaboration with companies to educate students and introduce career opportunities. Please keep to the following guidelines as you plan your activities.

**Student Clubs:**

Work individually with your student club contact to see what events the club has planned that your organization can support. Space is limited as clubs can only host three events per week (this includes club programming lead by second years.)

* **Type** – Events run through clubs **must be** **educational** in nature. Recruiting related presentations must run through the Kellogg CMC.
* **Number** – *Companies* are permitted to sponsor ***two*** events per quarter across all clubs. This allows clubs to best manage their programming as well as accommodate the level of company interest.
* **Timing** – First-year involved company sponsored events **without networking or attendance** taking can begin September 26. Networking and attendance taking at these types of events can begin October 17. Second year only events can begin at any time.
* **Multi-firm events** – These are encouraged and do not count towards a firm’s two events per quarter.
* **Newsletter publicity** – Student clubs send weekly newsletters, typically on Sundays and many are able to include information about your individual events. Events can be publicized no more than two weeks in advance. Contact individual clubs for deadlines and guidelines.

**Career Management Center:**

Contact your Employer Relations team member in the CMC to work through a customized recruiting program.

* **Atrium hours** – Two of these events can be held per year. These allow companies to meet with students informally to discuss professional opportunities and answer student questions.
* **Kellogg Networking Nights or Company Presentations** – Firms can formally connect with students through the CMC via these two types of events once per class per year.

**Personalized Outreach:**

Invite only events – We recommend holding these in Evanston. Travel into Chicago can be lengthy.

* **Coffee chats / small group meetings / calls** – These events can begin after your first year CMC event. For KNN’s / evening Presentations we suggest coffee chats beginning the next day. Sign-ups and initial communication with first years can begin two weeks prior to your event.
* **Dinners** – These events can begin for first years on October 17 and at any time for second years. Events are not permitted during reading or exam weeks.

**Notes:**

* Participation in CIM or student conferences does not count towards a firm’s two club events.
* Blanket emails to a class from a company are not permitted.