



IEEE Corporate Information Session Request and Setup Form

Company:

Company Representative Contact Information:

Name:

Address:

Phone:

FAX:

E-mail:

Information Session Preferences:

Preferred date(s):

Time(s):

Location Preference (if any):

Expected student attendance:

Service Options:

- | | |
|--|-------|
| <input type="checkbox"/> Option 1: No refreshments (Public Info session) | \$200 |
| <input type="checkbox"/> Option 2: No refreshments (Private Info session for interviewees) | \$75 |
| <input type="checkbox"/> Option 3: Collegetown Bagels – Sandwiches/desserts | |
| <input type="checkbox"/> Option 4: Wegman's Sandwiches/Desserts/Pizza | |
| <input type="checkbox"/> Option 5: Aladdin's – hummus/spanakopita/fried veggie/ toasted ravioli + salad platters | |
| <input type="checkbox"/> Option 6: Jimmy John's – Cookie Trays/party platters | |
| <input type="checkbox"/> Option 7: Wingz – chicken wings with various flavor | |
| <input type="checkbox"/> Option 8: Sammy's Pizzeria – pizza | |
| <input type="checkbox"/> Option 9: Papa John's – pizza | |

Late Fee: There is a \$50 late fee registration for requesting an info session with less than one weeks notice

Audio/Visual Equipments:

- | | |
|--|--|
| <input type="checkbox"/> LCD | <input type="checkbox"/> Overhead projector & screen |
| <input type="checkbox"/> TV & VCR | <input type="checkbox"/> Computer/Laptop |
| <input type="checkbox"/> Microphone | (with Word, PowerPoint & Excel installed) |
| <input type="checkbox"/> Other (Please specify): | |

Recruiting Information:

Interviewing Date(s):

Please specify the engineering majors you are recruiting for:

- | | |
|--|---|
| <input type="checkbox"/> Applied Engineering Physics | <input type="checkbox"/> Industrial Engineering |
| <input type="checkbox"/> Biological & Environmental | <input type="checkbox"/> Material Science |
| <input type="checkbox"/> Civil & Environmental | <input type="checkbox"/> Mechanical & Aerospace |
| <input type="checkbox"/> Chemical Engineering | <input type="checkbox"/> Nuclear Engineering |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Operations Research |
| <input type="checkbox"/> Electrical & Computer Engineering | <input type="checkbox"/> Financial Engineering |
| <input type="checkbox"/> Other: | |

Corporate Advertisement:

Do you plan on bringing any corporate products to raffle during your session? Please describe:

Additional Comments:

Please list any additional requests and concerns here:

Confirmation and Payment:

We will process your request as soon as possible. A confirmation will be sent to you via e-mail once a room is reserved on your preferred date(s) along with the invoice for your information session. Please send payment in the form of a check prior to the date of your arrival.

Cancellation:

If you need to cancel your information session, please contact us at least one week prior to your information session date. You can cancel your information session by sending an e-mail to ieee.cornell@gmail.com or contact any IEEE Corporate Relations officer. Failure to inform of cancellation prior to one week will result in a full charge for the session.

Name/Signature:

Date: