

## Kellogg Presentations Guide 2017 - 2018

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/time you are requesting as it may conflict with other presentations or club events already scheduled. Based on your requested interview date, please pick a presentation date within the recommended time frame (check the Recommended Date Chart on the following page). 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.**

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.

### 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 in the CMC system and on the main Kellogg calendar. 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 Global Hub (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 Global Hub (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 Global Hub (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.**

## Recommended Presentation Date Chart

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<i><b>Interview Date</b></i>	<i><b>Recommended Presentation Date</b></i>		
	<b>2<sup>nd</sup> Year Only</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Year</b>	<b>1<sup>st</sup> Year Only</b>
<b>Oct. 11 - 20</b>	Sept. 18-22		
<b>Oct. 23 - 27</b>	Sept. 25 - 29		
<b>Oct. 30 - Nov. 3</b>	Oct. 2 - 6		
<b>Nov. 6 - 8</b>	Oct. 9 - 13	Oct. 9 - 13	
<b>Jan. 10 - 19</b>		Oct. 9 - 13	Oct. 9 – Nov. 17
<b>Jan. 22 - 26</b>		Oct. 9 - 13	Oct. 9 – Nov. 17
<b>Jan. 29 - Feb. 2</b>		Oct. 9 - 13	Oct. 9 – Nov. 17
<b>Feb. 5 - 9</b>		Oct. 9 - 13	Jan. 8 – Jan. 12

## Kellogg School of Management Career Management Center KEY DATES 2017 - 2018

2017	
May 3 - 10	Interview / event reservation submission begins
August 7	Full-time job descriptions due into CMS for on-campus recruiting
Late August	2 <sup>nd</sup> Year resume database available
August 19 - 26	Full-time KWEST trips
August 28	CIM (orientation) begins for 1 <sup>st</sup> Years
September 11	2 <sup>nd</sup> Year pre-term class
September 18	Fall quarter classes begin
September 18	2 <sup>nd</sup> Year Kellogg Networking Night (KNN) – Consulting
September 21	2 <sup>nd</sup> Year Kellogg Networking Night (KNN) – Multi-industry
September 25	1 <sup>st</sup> Year educational events w/clubs begin ( <i>No networking or taking attendance until Oct. 9</i> )
September 28	2 <sup>nd</sup> Year Kellogg Networking Night (KNN) - Multi-Industry
October 9	Internship job descriptions due into CMS for on-campus recruiting
October 9	1 <sup>st</sup> Year presentations and other off-campus events/dinners may begin
October 10	1 <sup>st</sup> and 2 <sup>nd</sup> Year Kellogg Networking Night (KNN) - Multi-Industry
October 11 - 12	Full-time banking interviews
October 16	Full-time on-campus interviews begin ( <i>continue to November 8</i> )
November 1	1st Year applications for on-campus internships can begin
Mid-November	1 <sup>st</sup> Year resume database available
November 7	1 <sup>st</sup> and 2 <sup>nd</sup> Year Kellogg Networking Growth Forum Opportunity - Multi-Industry
November 7-8	Growth Forum ( <i>No company recruiting or events</i> )
November 14	1 <sup>st</sup> and 2 <sup>nd</sup> Year Kellogg Networking Night (KNN) - Multi-Industry
November 17	Last day of company events in 2017
November 20 - 24	Thanksgiving break ( <i>no classes</i> ) ( <i>CMC office closed November 23-24</i> )
December 1	2 <sup>nd</sup> Year offer decision deadline - full-time offers from student's summer employer
December 4 - 8	Fall quarter final exams
December 8 – January 7	Winter break ( <i>no classes</i> ) ( <i>CMC office closed December 22 - January 1</i> )
2018	
January 8	Winter quarter classes begin
January 10 - 11	Internship banking interviews
January 12	2 <sup>nd</sup> Year decision deadline for full-time offers (or one week, whichever is later)
January 15	Martin Luther King, Jr. Day ( <i>no classes – CMC closed</i> )
January 16	Internship on-campus interviews begin ( <i>continue to February 9</i> )
March 2	1 <sup>st</sup> Year decision deadline for internship offers (or one week, whichever is later)
March 17 - 23	Winter quarter final exams
March 24 – April 2	Spring Break ( <i>no classes</i> )
April 3	Spring quarter classes begin
Early April	Startup Career Fest (In partnership with Northwestern University)
May 28	Memorial Day ( <i>no classes – CMC closed</i> )
June 9 -15	Final exams spring quarter
June 18	All students available for summer internships. <i>Some may be available in the prior week.</i>
June 22	Kellogg Convocation

## Step-by-Step Instructions

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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 Global Hub 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. Kellogg's Global Hub address is:

Kellogg School of Management  
2211 Campus Drive  
**Career Management Center – Suite 2310**  
Evanston, IL 60208  
Attention: *(your Industry Relationship Manager)*

## On-Campus - Kellogg Global Hub

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### ***If you are planning to hold your presentation in the Global Hub, 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 70 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 Kellogg Global Hub. 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 allowed 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 Global Hub. If you are holding a 12:15 presentation and need to drive, you can park in the garage north of our building. The garage distance is the equivalent of a 2 – 3 block walk. Once you are here, please ask your Employer Relations team contact for a ticket to exit the garage.
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 Options**

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### *Presentation/Meeting Facilities*

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[Hilton Garden Inn](#)

847-475-6400

[Hilton Orrington](#)

847-866-8700

[Holiday Inn Chicago North - Evanston](#)

847-461-6400

[Hyatt House Evanston](#)

847-864-2300

[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 speed and ease, we recommend utilizing boxed lunch options when available

***\*Please remember that many Kellogg students are vegetarians.\****

Please check [Downtown Evanston's website](#) for the most up-to date dining options.

### ***Caterers***

[Aramark](#) (in-house option)

[Foodstuffs](#)

[Entertaining Company](#)

[Food For Thought](#)

[Rent-A-Chef, Inc.](#)

[A Tray to Remember](#)

### ***Restaurants***

[Bat 17](#) (Gourmet Sandwich/Salads)

[Carmen's](#) (Pizza)

[Lou Malnati's](#) (Pizza)

[Lyfe Kitchen](#) (Fresh fare)

[Koi](#) (Asian)

[Panera Bread](#) (Sandwich/Salads)

[Pita Inn](#) (Middle-Eastern)

[Potbelly Sandwich Works](#) (Sandwich/Salads)

[Soulwich](#) (Asian-style sandwiches)

[Viet Nom Nom](#) (Vietnamese/Fresh)

## Restaurants (Private Room or General Seating)

[Bat 17](#) \$\$

Gourmet Sandwiches/ Salads  
For groups up to 140 people.

[Celtic Knot](#) \$\$

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

[Hearth Restaurant](#) \$\$\$

Contemporary  
For groups of up to 65 people

[Mount Everest](#) \$\$

Nepali/Indian  
For groups of up to 50 people.

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

Steakhouse  
For groups up to 150 people.

[Prairie Moon](#) \$\$

Bar/Grill  
For groups from 25 to 250 people.

[Smylie Brothers](#) \$\$

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

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

American farm-to-table  
Multiple spaces available, up to 90 people.

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

American  
For groups of up to 200 people.

[Koi](#) \$\$

Pan-Asian/sushi  
For groups up to 75 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)

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[Bar Louie](#) \$\$ Bar/Grill

[Bangers & Lace](#) \$\$ English style pub

[Chef's Station](#) \$\$\$\$ Contemporary American/French

[Giordano's](#) \$ Pizza

[Tapas Barcelona](#) \$\$ Spanish/Basque/Tapas

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

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

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[Coffee Lab](#)

[Cupitol Coffee & Eatery](#)

[Dream About Tea](#)

[Kafein](#)

[Kung Fu Tea](#)

[Other Brother Coffeehouse](#)

[Panera Bread](#)

[Patisserie Coralie](#)

[Peet's Coffee & Tea](#)

[Starbucks](#)

[Unicorn Cafe](#)

## **Travel to Campus**

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**PLEASE NOTE: We strongly recommend taxis/Uber due to extremely limited parking.**

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 45 minutes to an hour 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.

### ***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.

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 presentations. If you are holding a 12:15 presentation and need to drive, you can park in the garage north of our building. The garage distance is the equivalent of a 2 – 3 block walk. Once you are here, please ask your Employer Relations team contact for a ticket to exit the garage.



## Employer Relations Team Contacts

INDUSTRY	Companies with established on-campus recruiting relationships	Companies newer to recruiting at Kellogg
Automotive	Sam Samberg	Brittany Wisniewski
Consulting	Marissa Moore	Emily Foley
Consumer Packaged Goods	Sam Samberg	Andrea Stoit
Energy	Claire Walker	Emily Foley
Entertainment / Media	Marissa Moore	Brittany Wisniewski
Financial Services (Inc. PE)	Marissa Moore	Emily Foley
Healthcare	Sam Samberg	Andrea Stoit
Hospitality / Leisure	Marissa Moore	Brittany Wisniewski
Manufacturing	Claire Walker	Brittany Wisniewski
Media / Publishing	Marissa Moore	Brittany Wisniewski
Non-profit / Government	Claire Walker	Andrea Stoit
Real Estate	Sam Samberg	Emily Foley
Retail	Sam Samberg	Andrea Stoit
Services	Marissa Moore	Andrea Stoit
Tech	Claire Walker	Brittany Wisniewski
Transportation / Logistics	Sam Samberg	Brittany Wisniewski
Venture Capital	N/A	Brittany Wisniewski

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 [Employer Relations Team contact](#). We are looking forward to a successful 2017-18 recruiting season!