

Queen's University Career Services Information Session Booking Form

Company Name:

Business Unit:

Your Event Needs

1. **Ideal date(s):**

Note: to maximize student availability and attendance, we recommend that information sessions take place on weekday evenings (Monday-Thursday, 5:30pm or later) in September, October, or January.

2. **Venue preference:**

Classroom or lecture hall (typical cost of \$30-50)

University Club (licensed venue with separate catering menu – rooms for \$150-500)

Other – please outline your needs and a staff member will follow up:

3. **Technical requirements (check all that apply):**

Data projector and screen (laptop NOT provided)

Microphone and sound system

Podium

Other – please specify:

4. **Catering choice:**

Note: price of catering is not included in the information session booking fee.

Pizza & Pop - Career Services staff will order based on registration numbers

On-Campus Catering - if yes please select:

Please send me a menu to review

Please order assorted snacks and drinks to a maximum budget of \$

None

5. **Target audience - student type (check all that apply):**

Undergraduates - all years

Undergraduates - 3rd years

Undergraduates - 4th years

Masters

PhD

Other - please specify:

6. **Target audience - area of study (check all that apply):**

<u>Applied Science (Engineering)</u>	<u>Health Sciences</u>
Chemical	
Civil	<u>Education</u>
Computer	
Electrical	<u>Arts & Science</u>
Engineering Chemistry	Economics
Engineering Physics	Sciences
Geological	Political Studies
Mathematics & Engineering	Mathematics & Statistics
Mechanical	Languages
Mining	Social Sciences
	Law
<u>Computing</u>	Environmental Studies
Biomedical Computing	Health Sciences
Cognitive Science	Art / Drama / Music
Computer Science	
Computing	<u>Other</u> (please specify)
Computing and Creative Arts	
Computing and Mathematics	
Software Design	

7. **Additional Information**

Our MyCareer events calendar will automatically list your session date, time, location, and target audience/disciplines. Please add any other information you would like included: information about your organization, the types of positions you are recruiting for, who will be attending from the company, web link for more information, etc.