Reflections | Projections 2023 Sponsor Guide

Introduction

Welcome to **Reflections | Projections 2023!** We're so happy to have you here and appreciate your attendance! This document will provide you with important information about sponsoring our event including deadlines, shipping, safety, and event logistics. In addition, you will have an assigned R|P Staff member to help and guide you through most events during the week, but feel free to approach anyone wearing a staff sweatshirt if you have any other questions.

We hope you enjoy your experience at Reflections | Projections!

Important Deadlines

If you would like to ship out any merchandise or other items, please inform us of what you would like to send and by when so that we can organize a time frame within which you can ship out your materials and get them here on time. The information in shipping items is covered in detail within the Shipping Information section.

We request that *any representatives in attendance are made aware of our check-in times*. Our check-in times for events are to ensure that we are able to properly setup and prepare for the event as needed.

To ensure that we have all representatives accounted for by our staff, we ask that the Representative Contact Information Form be filled out as soon as possible. This is the easiest way for us to guarantee that everyone on your team is updated with the latest updates from our side.

Event:	Check-In Time:	Check-In Location:
Career Fair	1:15 PM CST, September 20th	Siebel Atrium
Corporate Day	1:15 PM CST, the day of	Siebel Atrium
Tech Talk	30 minutes before your event	TBA
Social Event	30 minutes before your event	TBA

Shipping Information

For shipping items, we advise you to mail out any items 3-4 weeks ahead of the conference. Please fill out the form linked here regarding all information for items you are looking to ship for the conference. Reflections | Projections will offer storage for shipped company equipment within UIUC's Siebel Center for Computer Science. Reflections | Projections will not be responsible for handling packages that are too damaged to be shipped. Reflections | Projections is additionally not responsible for paying any shipping fees. Please make any packages addressable to:

Department of Computer Science
Attention: Reflections | Projections
201 N Goodwin Ave, Urbana, IL 61801

If you would want your package to be shipped back to a specific address, please include a shipping label within your package as well.

Event Navigation/Parking Instructions

For parking, there is Visitor Parking Available at the locations listed below. Additionally, metered parking is available in various locations around Siebel Center and campus. If that is the option you take, please let your assigned R|P contact know since we do offer parking reimbursement up to a certain amount.

Location Name	Address
National Center for Supercomputing Applications	1201 W University Ave, Urbana, IL 61801
Grainger Engineering Library	104 S Mathews Ave, Urbana, IL 61801

After parking, enter the Siebel first floor and proceed to the atrium (the large open space located towards the center of the first floor, by the glass windows), where staff members will be located to help you get checked-in.

A map of Siebel can be accessed here: https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=0563&flId=01

In the case that your event is held in the Campus Instructional Facility (CIF) instead of Siebel, please walk over from Siebel to CIF and enter your designated room. A map of CIF can be accessed here: https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=1545&flId=01

In the case that your event is held in the Electrical & Computer Engineering Building (ECEB) instead of Siebel, please walk over from Siebel to ECEB and enter your designated room. A map of ECEB can be accessed here: https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=0409&flId=01

Location Name	Address
Department of Computer Science (Siebel Center for Computer Science)	201 N Goodwin Ave, Urbana, IL 61801
Campus Instructional Facility (CIF)	1405 W Springfield Ave, Urbana, IL 61801
Electrical & Computer Engineering Building	306 N Wright St, Urbana, IL 61801

Career Fair Information

Please arrive at the Siebel Atrium (the large open space located towards the center of the first floor, by the glass windows) room *by at least 1:00 pm CST on September 28th (and no earlier)* so that we may check-in representatives, and help you get set up. While our career fair starts at 2:00 pm CST, we plan to use this time to introduce you to your staff representatives, who will be there to help out with anything you may need during the event and prepare tables for attendees. In this time, your representatives will be able to set up any presentations, swag, fliers, etc. that you may have brought. If you need any assistance, feel free to ask your assigned staff member or any R|P staff member in Siebel.

Your R|P Staff representative will check in on you throughout the course of the career fair and help with any questions you may have, setup, and general proceedings.

Please note that table numbers and assignments are final, barring any emergencies (please notify us immediately if there is a problem with your table or setup).

For swag distribution, we recommend bringing 200 or more items, as we anticipate high attendance at our event. We also recommend bringing a tablecloth to make your table stand out! Our table dimensions are approximately 6 ft by 2 ft.

Once the career fair is over/wrapping up, your corporate representative and other staff members will be there to assist with any closing items and cleanup.

Tech Talk Information

Please arrive at your room *at least 30 minutes before* your tech talk begins. In this time, your representatives will be able to set up any presentations, computers, sound, etc. that you may have brought. This will ensure all your devices work properly for your tech talk. If you need any assistance, feel free to ask your assigned staff member or any R|P staff member in Siebel. Room and location information has been sent via Google Calendar invites and room numbers are displayed on wall plaques, and staff members

will be there to help with navigation if needed. A map of Siebel can be accessed here: https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=0563&flId=01

Your R|P Staff representative will act as the host for your event, unless you choose otherwise. The room will have a screen at the front (if you need to present anything) and rows of tables and chairs for students to sit at. If you need a different setup or any additional materials, please *let us know at least one week in advance*. Our room capacity limits are not flexible and are set by the University.

Once your event is over, make sure to take anything that you set up (computer, connectors, etc) and log out of any university devices. A staff member will be there to assist with any closing items. R|P is not responsible if you leave anything behind!

Social Event Information

Please arrive at your room *at least 30 minutes before* your social event begins. During this time, your company representatives will be able to set up any presentations, computers, sound, etc. that you may have brought. This will ensure all your devices work properly for your event. If you need any assistance, feel free to ask your assigned staff member or any R|P staff member in Siebel. If you plan to bring food, we will help you set it up and distribute the food. We would greatly appreciate it if we are *notified about bringing food in advance* so we can prepare for cleanup. Room and location information has been sent via Google Calendar invites and room numbers are displayed on wall plaques, and staff members will be there to help with navigation if needed. A map of Siebel can be accessed here: https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=0563&flId=01

Your R|P Staff representative will act as the host for your event, unless you choose otherwise. The room will have a screen at the front (if you need to present anything)

and rows of tables and chairs for students to sit at. If you need a different setup or any additional materials, please **let us know at least one week in advance**. Our room capacity limits are not flexible, and are set by the University.

Once your social event is complete, make sure to take anything that you set up (computer, connectors, etc) and log out of any university devices. A staff member will be there to assist with any closing items. R|P is not responsible if you leave anything behind!

R|P x WCS Night of Networking

NOTE: The details in this section are still being ironed out. Please come back to this section around the end of August for finalized information.

Please arrive at the landing of the second floor of Siebel **at least 30 minutes before** this event begins. If you need any assistance, feel free to ask your assigned staff member or any R|P staff member in Siebel.

There will be multiple cocktail tables set up around the floor, enough for the attendees and the companies present for the event. Representatives may stand at any table with their co-representatives or with representatives from the other companies. Feel free to walk around and interact with the other students! The Night of Networking is meant to be a social event where companies can talk to students in a more business casual and intimate setting.

Location information will be sent via Google Calendar invites and staff members will be there to help with navigation if needed. A map of Siebel's second floor can be accessed here:
https://facilityaccessmaps.fs.illinois.edu/archibus/schema/ab-products/essential/workplace/index.html?blId=0563&flId=02

Once the event is complete, make sure to take back any things you may have brought to the event. A staff member will be there to assist with any closing items. R|P is not responsible if you leave anything behind!

Safety

This year, the university does not officially require face coverings to be worn in classrooms or any campus spaces. However, if you or other representatives feel more comfortable wearing face coverings, please feel free to do so! If there are any changes in university COVID-19 policy, we will let you know in advance.

In addition, in order for us to stay within building capacity limits, we ask that you only bring as many representatives as you are allowed or as many as you have notified us of. During the event, please keep all extra items underneath your tables so we can maintain clear walkways for the attendees and staff. If you would like extra storage space for items, feel free to let us know.

Emergency Contact Information

In case of an emergency and an on-duty staff member is unable to be located/contacted, the following people can be contacted to resolve any issues:

Name:	Role:	Contact (Phone):
Deepika Rana	Corporate Co-Chair	(973) 801-2294
Divya Koya	Corporate Co-Chair	(408) 915-9701
Saloni Vaishnav	Co-Director	(630) 699-4620
Atharva Naik	Co-Director	(217) 607-4210

Thank you!

If you have any questions on the provided information, please contact your designated corporate staff member or the Corporate Chairs (rana8@illinois.edu or divyack2@illinois.edu). We look forward to seeing you at our event!