



CONDUCTING INFORMATION SESSIONS

1. Contact Us

2. Locations

1. CONTACT CAREER DEVELOPMENT SERVICES OR OFFICE OF PROFESSIONAL AND CAREER DEVELOPMENT

- Please inform us of your plans to conduct an information session so that we can advertise the information to the targeted students. We can add the information session as an event in TRL.
- **Please send the following information:** Date of Info Session; Location: Start and End Time; Will a formal presentation be made that requires students to be there at the start time?; Is your info session mandatory for all students on your interview schedule?
- **For employers recruiting in the central Career Development Services office** (400 Mary Martin) please contact: Meaghan Weir at meaghan@auburn.edu or 334-844-3867
- **For employers recruiting in the College of Business Office of Professional and Career Development** (101 Lowder) please contact Melanie Woods at woodsme@auburn.edu or 334-844-2266.

2. LOCATIONS FOR SETTING UP YOUR INFORMATION SESSION

- **The Hotel at Auburn University and Dixon Conference Center**
 - Call 800-228-2876 and ask for Meeting Room Reservations
 - Note: They will charge for room/snacks/AV equipment if applicable. Rooms run from \$95-\$300 depending on the size and amount of time needed.
- **The Auburn University Student Center**
 - Call 334-844-1300 and ask for Andrea Conti (There may be a fee for room rental)
 - All reservation requests must be submitted through their online reservations system: <https://ducnt43.duc.auburn.edu/vems/>
 - Arrangements for catering may be made through Tiger Catering at 334-844-1234
- **Lowder Business Building**
 - Call 334-844-2218 and ask for Jimmy Lawrence
 - Space is limited and preference is given to those hiring business majors
 - Note: Lowder allows limited snacks to be served. You will need to check the specifics with Jimmy Lawrence upon reserving your space.
- **Shelby Center**
 - Call 334-844-2308 and ask for Merrette Ische
 - Preference is given to those hiring engineering majors
 - Shelby allows limited food to be served. You will need to check the specifics with Merrette Ische upon reserving your space.

Remember: Send us the details once you have set them up! We can help advertise this information to students.

For additional assistance, please contact Meaghan Weir at meaghan@auburn.edu in Career Development Services (334-844-3867), or Melanie Woods at woodsme@auburn.edu in the College of Business Office of Professional and Career Development (334-844-2266).



CAREER DEVELOPMENT SERVICES
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