

Dear Employer,

**If you are planning to hold an Employer Information Session the night before your interviews, I want to make sure we know about it so our students will know about it.**

**Please email the following information to [allenkm@auburn.edu](mailto:allenkm@auburn.edu)**

-Date of Information Session:

-Location:

-Start and End Times:

-Will a formal presentation be made that will require students to be there at a particular time?

-Is your Information Session mandatory for those students on your interview schedule?

If you'd like to **SET UP AN INFORMATION SESSION** but haven't yet, some contact information is below.

**1. The Hotel at Auburn & Dixon Conference Center**

Call 800-228-2876 and ask for Meeting Room Reservations

Note: Will charge for room/snacks/AV equipment if applicable. Rooms run from \$95-\$300 depending on size of room needed and amount of time needed.

**2. The Student Center**

Andrea Conti 334-844-1300

All reservation requests for the use of the Student Center rooms must be submitted on their online reservations system at: <https://ducnt43.duc.auburn.edu/emspro/>

Note: Arrangements for catering can be made through catering services at 334-844-1234.

**3. Lowder Business Building** (Limited space; preference given to those hiring business majors)

Jimmy Lawrence 334-844-2218

Note: Lowder also allows limited snack to be served. You will need to check the specifics with Jimmy upon reserving your space.

*Don't forget to email the details to me once you have them set up!*

Thanks,  
Karen

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