

## Outreach Requests

**Summary/Purpose:** To describe the guidelines for requesting presentations

The Career Center staff conducts presentations on a variety of career related topics at the request of faculty, staff, and campus organizations/groups. All presentation requests must be made a minimum of **two weeks** in advance of the scheduled date. To schedule a presentation, contact the Career Center at 915.7174.

Based on the amount of research required for special topics, the Career Center may require advance notice beyond the two-week timeframe when a presentation request is unique to a department or campus organization/group.