

presented by
SWE@UCLA



Company Survival Guide

January 28th, 2025
5:30 @ Carnesale Commons

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Schedule



**5:00-5:30
PM**

Check In
Floor 1

**5:30-6:45
PM**

Networking
Floor 3

**6:45-8:30
PM**

**Dinner,
Speeches
& Raffle**
Floor 2 Ballroom

**8:30-10
PM**

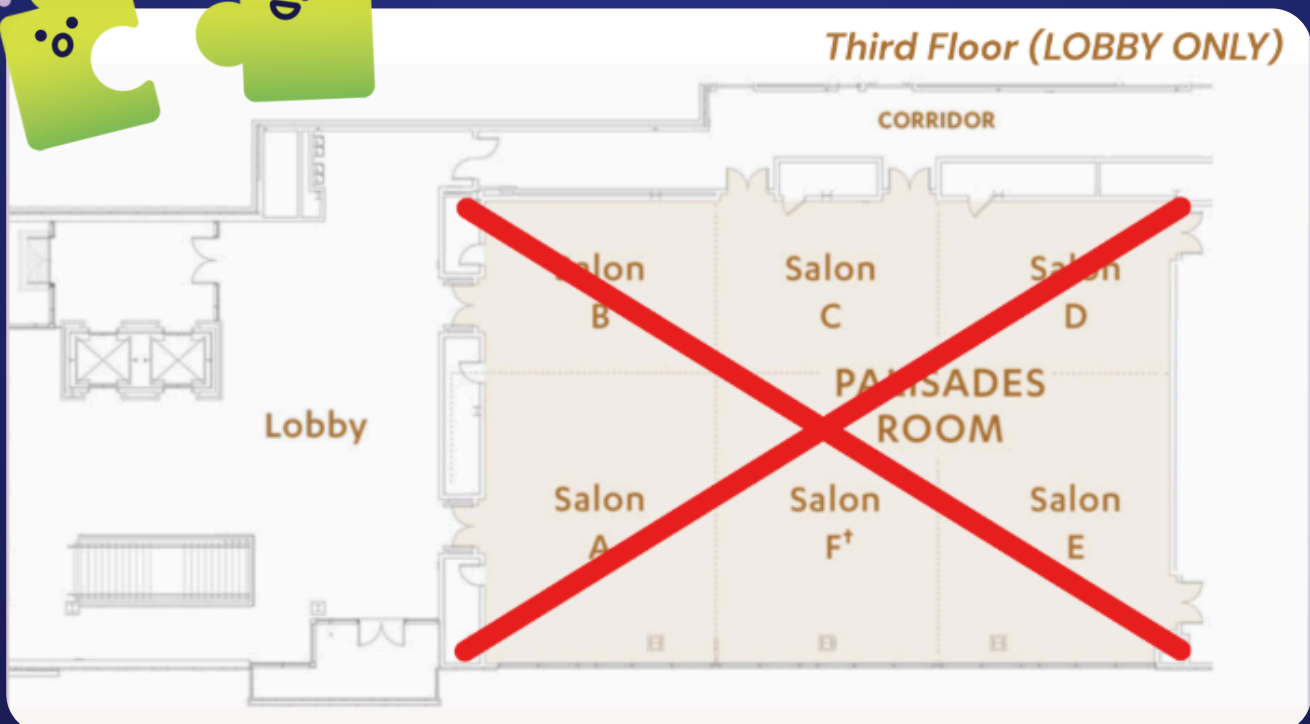
Career Fair
Floor 2 & 3

Event Breakdown: Networking

Floor 3

Please check in when you arrive, located on Floor 1.

Representatives can find their company career fair tables at this time and set up any items brought for the fair. **Afterwards, proceed to the Floor 3** to network with students and other representatives and enjoy some delicious appetizers.



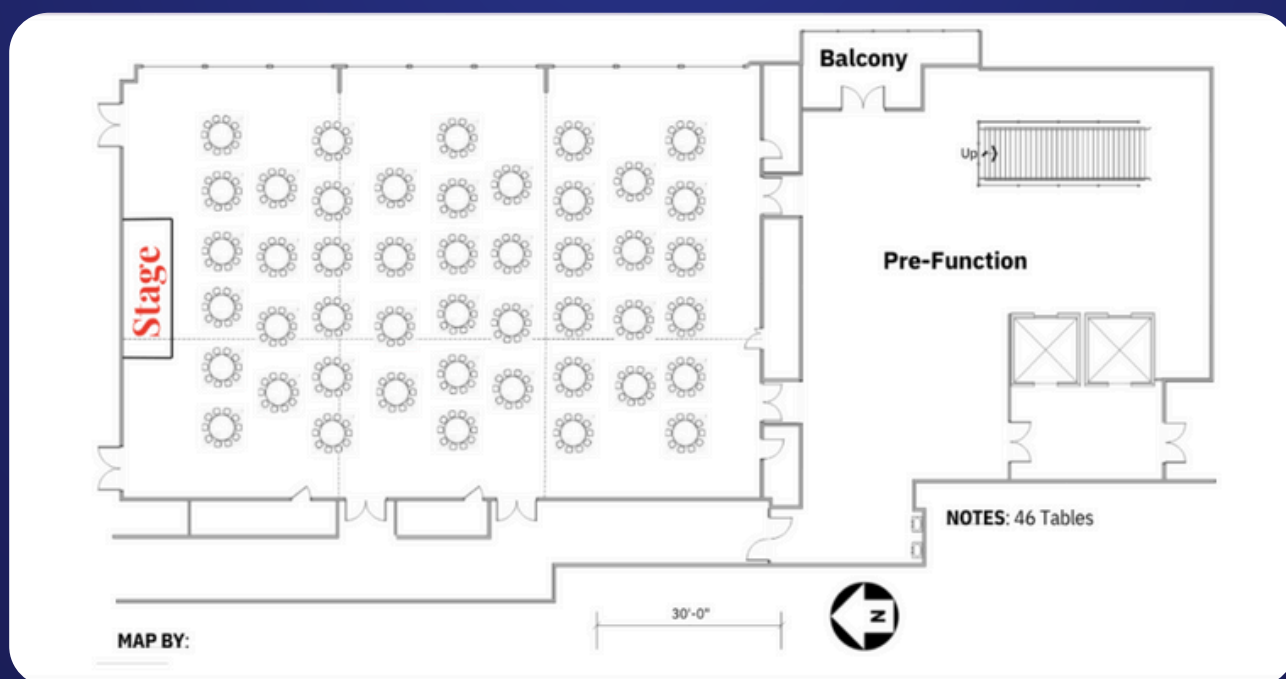


Event Breakdown: Dinner

Floor 3 Ballroom

Dinner provides the opportunity for recruiters to connect with 6-8 students over a 3-course meal. The dinner program includes **speeches from distinguished guests** and a **raffle** for students and company representatives.

Once the company raffle concludes and the student raffle begins, please proceed to the career fair area.

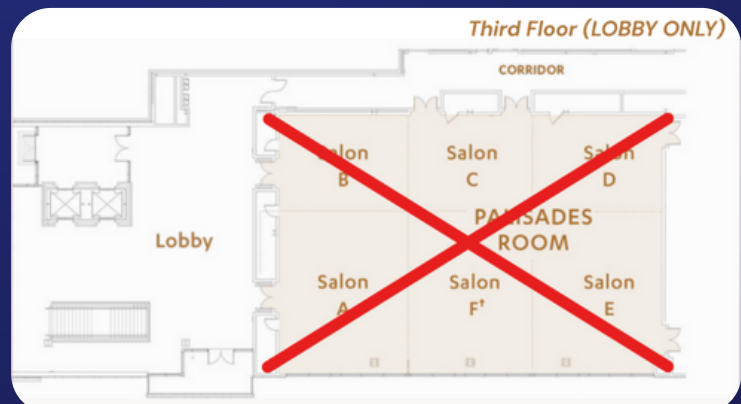
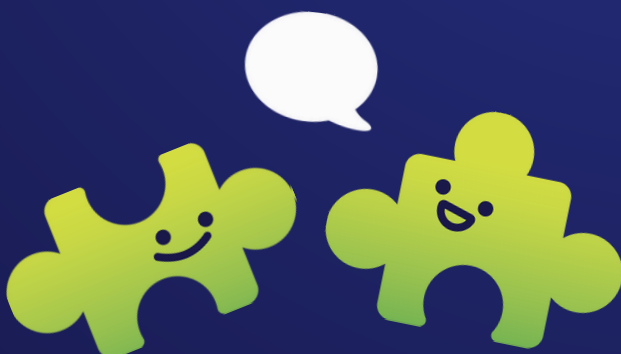
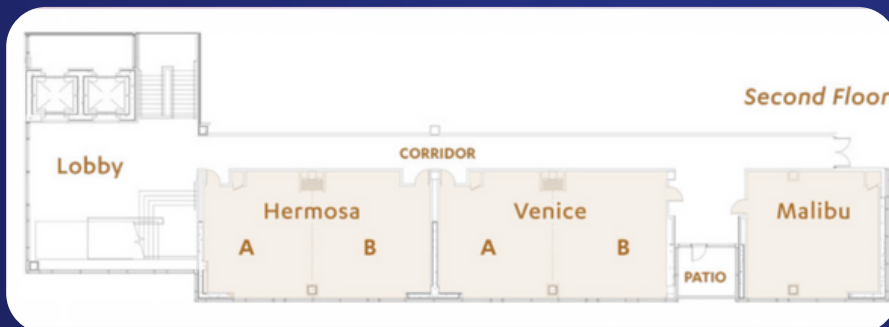


Event Breakdown: Career Fair

Floors 2 & 3

Each company will be assigned a booth on the day of the event. Representatives will be dismissed early from dinner so that they can find and prepare their booth.

Please limit your conversations to 10 minutes per student to allow for more students to learn about your company.



Directions



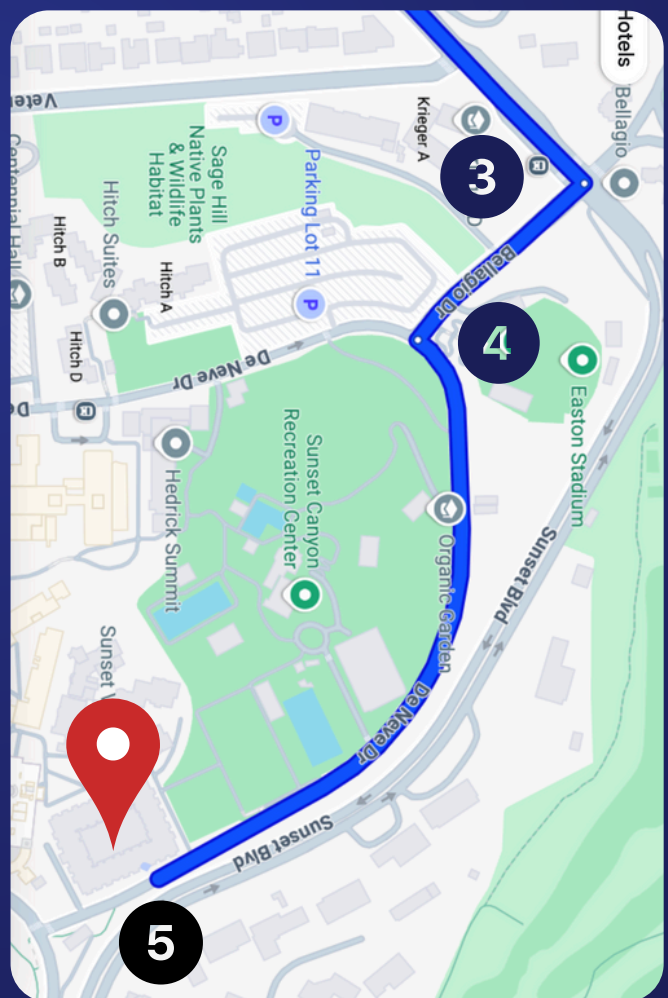
Set GPS to:

200 De Neve Dr, Los Angeles, CA 90095

Sunset Village (SV) Parking Structure

Driving Directions:

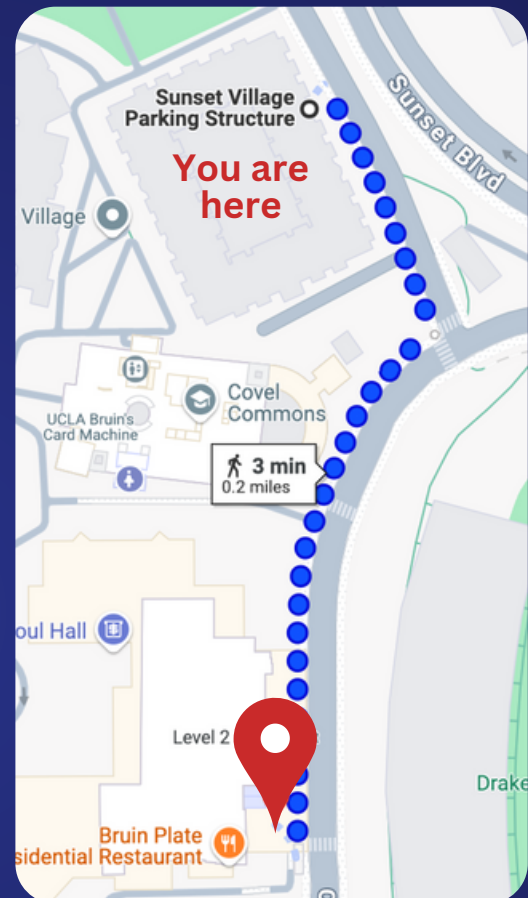
1. Exit **Sunset Blvd (57A)** from the **405 Freeway**
2. Use the **2 right lanes** to turn onto **Sunset Blvd**
3. Turn right onto **Bellagio Dr** to enter UCLA's campus
4. At the stop sign, turn left onto **De Neve Dr**
5. Continue down **De Neve Dr**, and turn right into the **Sunset Village Parking Structure**



Parking

Park & Walk to Carnesale Commons:

1. Park in any available spot in the **Sunset Village Parking Structure**.
2. Exit the parking structure and head toward **Carnesale Commons**.
3. Use the stairs outside the entrance facing **Charles E. Young Drive West** to reach **Floor 1** of the venue.



Parking Permit Instructions

Parking passes will be sent from ewi.swe.ucla@gmail.com, so please keep an eye on your inbox. Passes are based on the form submitted by company representatives earlier this month.

Shipping Info

If your company is contributing raffle items or career fair materials for EWI, please send them to the following address:

330 De Neve Drive, Covell Commons, Suite L-02

Los Angeles, CA 90095

C/O: Cecilia Lopez

Hold for: [Your Company Name]

Group: Society of Women Engineers - EWI

Event Date: January 28th, 2025

Package ___ of ___



Important Notes:

- Shipments should arrive **no earlier than 72 hours before the event**
- **Tracking numbers** are highly recommended to assist in locating packages
- If you are traveling from within **50 miles**, consider bringing materials directly unless shipping is absolutely necessary

What to Bring



The career fair table will be approximately **5 feet long**, with limited space nearby for additional items. To make the most of your company's presence, here are some suggestions:

- **Pull-up banner and table drape:** A branded table drape is highly encouraged to increase the visibility of your company name
- **Brochures and printed materials:** Provide information about your company, job opportunities, or internships
- **Swag and giveaways:** Branded items such as pens, stickers, or other small merchandise are great for engagement

Contact



For any questions **prior** to the event,
please email us!

ewi.swe.ucla@gmail.com



For any questions **on the day** of the
event, please text us!

Khushi Patel - External Director

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Crystal Chan - Internal Director

626-766-6280