Presentation Request Form

Thank you for requesting a presentation from the Career Development Center and Arts & Sciences Career Services! In order to best serve the Indiana University Bloomington campus effectively and efficiently, we have developed the following list of criteria that we use to determine which presentation requests can be successfully fulfilled. In order for the CDC/ASCS to fulfill a presentation request, the host organizations, or person requesting the presentation, must agree to do the following:

1. Submit a formal request to the CDC/ASCS at least three weeks prior to any proposed presentation
2. Guarantee that at least 20 students will be in attendance
3. Reserve a location and provide any technology necessary for the presentation (Requests for use of the Career Exploration Lounge will be permitted if the space is available)
4. Provide at least twenty-four hour notice of cancellation
5. Schedule the presentation so that it does not fall on a weekend and does not run later than 8:00 PM
6. Limit requests for presentations to two per semester, per organization

Note: Since each School at Indiana University Bloomington has its own career services office, we are not able to meet requests for presentations tailored to specific majors and programs on campus outside of the College of Arts & Sciences. These requests should go to the designated career services office on campus.

**Topic of Presentation Request: (Check one)**

- [ ] Overview of CDC Resources/Services
- [ ] Resume Workshop
- [ ] Cover Letter Workshop
- [ ] Part-time/Summer Jobs Fair Prep
- [ ] MBTI/SII Interpretation
- [ ] Choosing a Major
- [ ] Other: __________________________________________________________

Organization name: ________________________________

Proposed Date of Presentation: ________________ Proposed Time of Presentation: __________

Today’s Date: __________ Proposed Location of Presentation: __________________________

Your Name: ________________________________

By typing your name above, you have read and understand the guidelines by which the Career Development Center fulfills presentation requests. Please complete this form and return to:

Giff Reed, Senior Assistant Director of Marketing and Communications
reedgeo@indiana.edu (812)-855-7490

Career Development Center & Arts and Sciences Career Services