IUPUI Career Services Council Presentations
Presentation Request Form

Explanation
When on-campus organizations or clubs need a career presentation and are not affiliated with a school, members of the Career Services Council may assist.

If an organization consists of a majority of students from one major or school, the requesting party should ask the school’s career services office/contact to conduct the presentation. A list of school contacts can be found at:

http://career.iupui.edu/

Guidelines
Presentations are offered Monday-Thursday 10:00 AM-6:00 PM and cannot exceed 1 hour
A Request Form must be submitted no later than 3 weeks before a presentation and not six months before the date requested
Only available presentations listed below may be requested
You will be assigned a presenter who is next in a rotation- requests for specific presenters will not be granted
Presentations are only for groups that do not have a majority of attendees from one particular school

Procedure
#1 Fill out Request Form Below
#2 Email form to Jill Vanderwall at jillvan@iupui.edu
#5 Jill will confirm and send you information about your presenter to connect

Presentation Requested
Resume  |  Cover Letter  |  Interviewing  |  Job Fair  |  Networking  |  Etiquette  |  Branding  |  Negotiating
Name
Phone
Email
Time for Presentation
Location of Presentation

Group Name/ Description
Please describe your group here:

Purpose of Presentation
Please describe the purpose of this presentation and the context for it (part of an event, meeting, etc.):

Takeaways
Please describe what you hope attendees learn from the presentation