Hosting a successful Grad Extravaganza

Read on for instructions and tips to host a Grad Extravaganza in the Engineering Education and Research Center (EER), the home of the Electrical and Computer Engineering Department (ECE), located at 2501 Speedway, Austin, TX 78712.

Location: Texas ECE Grad Extravaganzas are held in Room 0.806 in the South Tower on Level 0.

Timing: Grad Extravaganzas are scheduled as follows:

4:30-5:00 PM: setup (A/V connection, swag, food delivery)
5:00-6:00 PM: Networking and socializing with graduate students & faculty
6:00-7:00 PM: Tech talk or workshop. Panels welcome!

Set-up: The ECE department will provide two tables for food and handouts that measure 6 feet long by 2 feet deep and are located outside the room in the pre-function area. Two large trash bins will also be provided.

If you have shipped materials in advance of your event, they will be available during the 30 minutes setup period.

A/V: The multi-purpose rooms are equipped with an HDMI cord that is available to connect to the projection and audio systems. Please bring your own PC with the presentation already loaded.

Talk Details: Students offer this advice…

Be clear in your marketing pieces about what the session will cover so students know what to expect. Will the focus be a deep dive into a technical area? Will the focus be a general presentation featuring the company’s areas of expertise? A mix? A panel offering different viewpoints into technical areas of expertise?

Consider sending engineering and human resources representatives to better field questions about company culture, technical responsibilities, and the hiring process.

Bring multiple engineering participants of varying ages, if you can; each speaker can cover a particular technical area in some detail before passing to a second speaker with a fresh perspective or project.
Advertising: You will want to prepare a poster to advertise your presence in the EER building. Please provide a landscape-oriented, 16 x 9 inch ratio PowerPoint file. For best distribution to students, please send the file two weeks before your event.

Be sure to include on your poster the name of the event (ECE Grad Extravaganza hosted by “YOUR COMPANY NAME”), event start time (5 pm networking, 6 pm talk), event location (EER building room number), company logo, and information about what students can expect. For example, talk/panel topic(s)? Allow chatting with engineers and recruiters? Are you providing food, demos, or giveaway prizes?

Parking: We suggest parking in one of the nearby university garages. The closest garages to the EER building are the San Jacinto Garage (2401 San Jacinto Blvd, Austin, TX 78705) or the Speedway Garage (105 E. 27th St, Austin, TX 78712). Click for parking garage rates and info.

Catering: There are no restrictions on food. Please plan to order food for at least 125 students. Companies typically provide pizza, but our students prefer different fare: burritos or tacos, ice cream, sandwiches. Local favorites are Fricano’s Deli, Moojo’s, and Torchy’s.

Be sure that you or the food vendor provide plates, cups, napkins, etc.

Shipping: Materials for your event can be shipped in advance to the address below. Be sure to track all shipments, and make sure they are scheduled to arrive before the date of your event. Shipments that are scheduled to arrive the same day of your event may not be delivered on time.

If you need to ship materials after the event, be sure you have return labels and tape. UPS and FedEx both service our building and graduate student staff can provide your boxes to our shipping and receiving team the following day.

Ship To:
The University of Texas at Austin
Electrical and Computer Engineering Dept.
ATTN: Theresa Claiborne, Grad Extravaganza
2501 Speedway, Stop C0803, Room 2.864
Austin, TX 78712