Hosting a Successful Lunch Event

Read on for instructions and tips to host a Lunchtime Event 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. See map here.

Location: Texas ECE lunches are held in Room 0.810 in the South Tower on Level 0. This room seats 35 comfortably and includes a few extra chairs for corporate participants. See event photos here.

Timing: Schedules can vary depending on the day of week held and class schedules. We’ll optimize.
11:30 AM-12:00 PM: Setup (A/V connection, swag, food delivery)
12:00-1:00 PM: Lunch & Networking

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 inside the classroom. 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 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.

Event Tips: Consider requiring students to RSVP to collect attendee information in advance.

Lunches are a good time to limit your audience to a specific list of invitees: freshman, student organization leaders, your former interns, software engineering technical track, grad students, or female students. (We’ll invite the right cohort; you provide the invitation content.)

Be clear in your marketing pieces about what the session will cover so students know what to expect. A networking opportunity? A chance to meet a senior leader? We recommend that the event remains casual and encourages conversation among attendees. Some companies briefly present about an upcoming opportunity (e.g., fellowship), but it’s not the chance to do a technical dive.

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, gender, ethnic background, if you can and move around the room to keep your conversations fresh.

Advertising: You will want to prepare a poster to advertise your presence in the EER building. In advance, please provide a landscape-oriented, 16 x 9 inch ratio PowerPoint file. For best distribution to students, please send the file no later than two-three weeks preceding your event.

Be sure to include on your poster the event time, event location (EER building room number), company name and logo, and information about what students can expect. For example, what food will you provide? How should students register?

Parking: If you bring a vehicle to campus, 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. 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 the student org 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: Jennifer Campbell, [Company Name] Lunch
2501 Speedway, Stop C0803, Room 2.864
Austin, TX 78712