Hosting a Successful Social

Read on for instructions and tips to host a social 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 socials are held in Room 0.810 in the South Tower on Level 0. This room seats 35, with additional standing room inside, as well as a large foyer just outside the space. See event photos here.

Timing: Schedules can vary depending on the day of week held and class schedules. We’ll optimize.

5:30 PM-6:00 PM: Setup (swag, food delivery)
6:00-7:00 PM: Social & Networking

Set-up: The ECE department will provide two large trash bins located outside the classroom.

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

A/V: While this room does have A/V equipment, presentations of any sort are not allowed during socials. If you wish to present, see instructions for talk or workshop.

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

Be clear in your marketing pieces about what the session will cover so students know what to expect. Will the focus be on networking? On casually crafting or building something to encourage social interaction? Games?

Consider sending a few engineering and human resources representatives to better field questions about company culture, technical responsibilities, and the hiring process. Participants of varying ages, gender, and ethnic background are recommended.
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? Is there a theme (e.g., Chocolate Chat)

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. Our students like burritos or tacos, chicken fingers, sandwiches. Local favorites are Cabo Bob’s, Halal Bros, Raising Cane’s, and Jimmy John’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
Dept. of Electrical and Computer Engineering
ATTN: Jennifer Campbell, [Company Name] Social
2501 Speedway, Stop C0803, Room 2.864
Austin, TX 78712