Hosting a successful Tech Talk

Read on for instructions and tips to host a Tech Talk 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 Tech Talks are held in medium lecture classrooms (122 seat capacity) in the North Tower on Level 1.

Timing: Tech Talks are scheduled at regular intervals, allowing for as many as two companies to speak to students in the EER building some evenings. Not all times are available each week and slots are filled on a first-come, first-served basis. Tech Talks must be cohosted by an affiliated Texas ECE student organization.

Available Times:

6:30-7 PM setup, 7-8 PM Talk
8-8:30 PM setup, 8:30-9:30 PM Talk

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 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 classrooms are equipped with a lectern with a built-in PC, projectors/screens, and audio. Only an HDMI cord is available to connect to the projection and audio systems. Alternatives are to bring your presentation on a flash drive or access it from the cloud through the built-in PC. The lectern touchpad screen offers instructions on controlling the projectors, screens and audio. Student organization hosts can assist with A/V during setup.

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?

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. 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 Monday of the week preceding your talk.

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, tech talk 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:**

Companies typically provide pizza for Tech Talks, but our students prefer different fare: burritos or tacos, ice cream, sandwiches. Local favorites are Fricano’s Deli, Moojo’s, and Torchy’s. Student Org hosts are happy to help provide suggestions with advance notice.

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

**Shipping:**

Materials for your talk 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: [Student Organization Name] Tech Talk
2501 Speedway, Stop C0803, Room 2.864
Austin, TX 78712

**Helpful Tips:**

Consider having student ambassadors or previous interns at your event.