Hosting a successful Workshop

Read on for instructions and tips to host a Workshop 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 Workshops are held in Room 0.810 in the South Tower on Level 0.

This room comfortably seats 35 students and has power readily available for all participants. We can also accommodate workshops in larger rooms, with up to 120 seats. Please stipulate when booking your event which room you prefer.

Timing: Schedules can vary depending on event length:

6 PM: setup (A/V connection, swag, food delivery)
6:30 PM: Event start

Texas ECE runs workshops of up to 4 hours in the evening. Overnight versions are also available. Workshops must be cohosted by an affiliated Texas ECE student organization.

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.

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 you provide mentors to help students practice a new skill? Will you require students to bring laptops to access your software program? Will you provide kits for students to build something new?

Consider sending engineering and human resources representatives to better field questions about company culture, technical responsibilities, and the hiring process.
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, are you providing food and prizes? Do you require students to register in advance (recommended)? What should students bring?

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] Workshop
2501 Speedway, Stop C0803, Room 2.864
Austin, TX 78712

Helpful Tips: Consider having student ambassadors or previous interns at your event.