



Clubs & Societies – Guidelines for Promoting Events and General Support

Dear students,

The CEO is here to support you in any career related activities or events that your club or society will be organising throughout the academic year. We can advertise events on Blackboard, the CEO website, in the regular E-News that goes out to all faculty students and on the CEO Noticeboard in Merewether. All events must have a career focus and be open to all faculty students.

The CEO can also assist you in connecting with employer contacts and can provide assistance in making new links. Email [Sarah Fletcher](mailto:Sarah.Fletcher@econ.usyd.edu.au) if you have specific requests of contacts and we'll try our best to assist.

Information Needed

Please provide the following either in an email or a word document:

Headline:
Summary:
Description/details:
Date/time:
Venue:
Cost:

If you have produced posters, you can attach to an email or drop 1 off at the CEO (room 237 Merewether Building) for us to put on the noticeboard. Also, if you would like us to use your logo in the PDF version of the E-News, please also attach to your email.

Notice Needed

The more the notice the better! At least 2 days notice is needed to post information on blackboard and the website. Please email careers@econ.usyd.edu.au with the details and have **clubs & societies event** as the subject title.

For promotion in the E-Newsletter, please provide information by Monday at the latest as the E-News is collated on Tuesday to be emailed by Wednesday.

Room Bookings

If you would like assistance with booking lecture rooms for career related activities we can help. You will need to do the following:

- 1.) Check availability of lecture rooms on the University website
<http://web.timetable.usyd.edu.au/menu.jsp?level0=Venue%20Bookings>
- 2.) Search availability for the date and time you require
- 3.) List 3 options – 1st, 2nd, 3rd choice
- 4.) Email to careers@econ.usyd.edu.au with a brief outline of the event with **your club name – room booking** in the subject title

- 5.) Allow adequate notice as lecture rooms book up way in advance
- 6.) 6. The BBQ area outside SIO can be booked direct with the Building Attendants.

There are no guarantees of securing your preferred date which is why sufficient notice is required. All clubs & societies will be responsible for the up keep of the room and must abide by University room bookings policies (which will be emailed to you on confirmation of the room booking). You must notify us of any cancellation as soon as possible.

CEO Contact Details

The CEO team:

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| Sarah Fletcher - Employer Programs Coordinator | s.fletcher@econ.usyd.edu.au | 90366196 |
| Jill Kelton - Careers Educator | j.kelton@econ.usyd.edu.au | 93516890 |
| Sally Purcell – Careers Educator (p/t) | s.purcell@econ.usyd.edu.au | 93514339 |

Room 237, Merewether Building

We also have a Student Advisory Board – if you would like to have representation on the Board, please email [Jill Kelton](#) for more information.