



Clubs & Societies – Guidelines for Promoting Events and General Support through the Careers and Employer Relations Office (CEO)

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 and LCD screen in Merewether. All events must have a career focus and be open to all Business School students.

The CEO can also assist you in connecting with employer contacts and can provide assistance in making new links. **Email Sarah Fletcher if you have specific requests of contacts and we will try our best to assist.**

Promoting Careers Events - Information Needed

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

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

If you have produced posters, you can attach to an email or drop 1 off at the CEO (room 231, Level 2, Merewether Building) for us to put on the CEO noticeboard and LCD screen. Also, if you would like us to use your logo in the PDF version of the E-News, please also attach to your email. **If you have any questions, please contact Grozdana Maric.**

Please note – the University and former Faculty of Economics and Business have recently re-branded and has a new crest (see above). We recommend you contact USU to see how this re-brand will affect clubs & societies. We also recommend you replace “The Faculty of Economics and Business” with “The University of Sydney Business School”

Promoting Careers Events - Notice Needed

The more notice the better! At least 2 days notice is needed to post information on blackboard and the website. Please email business.careers@sydney.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. **If you have any questions, please contact Grozdana Maric.**

Promoting CEO Events – Your help!

The CEO organises careers events and activities throughout the year and we would be grateful if you could help to promote amongst your membership base! We will email you as and when for distribution – *if you have a specific system please let Grozdana know.*

Room Bookings

If you would like assistance with booking lecture rooms in the Merewether Building or Institute Building 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 business.careers@sydney.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.) The BBQ area outside SIO can be booked direct with the Building Attendants.

For all other bookings you will need to contact Venue Collections at
<http://web.timetable.usyd.edu.au/menu.jsp?level0=Venue%20Bookings>

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:

Sarah Fletcher
Careers Services Manager (Employer Relations) sarah.fletcher@sydney.edu.au 90366196

Lucinda Crossley Meates
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CEO Office, Room 231, Level 2, Merewether Building

Don't forget! The Careers Kiosk is open during semester teaching weeks for business careers advice and information. We are located on Level 2, Merewether Building (opposite the stairs and next to MLR5).