

Event Request Policy

Cornell Career Services

For Requesting a CCS Workshop/Program

Student organizations, units/departments, and clubs on campus often request that Cornell Career Services present workshops or programs specifically for their groups. In order to facilitate the process, we have developed the following procedures for requesting workshops/programs. If you have any questions regarding this policy, please contact our staff at ccsworkshoprequest@cornell.edu

Three weeks' advanced notice from proposed date of workshop is required.

- A minimum of 30 students is required per workshop. If a workshop has fewer than 30 registrants three days prior to the event, it will be cancelled. If fewer than 30 registrants show up for the event, a workshop request will not be approved for that group for two consecutive semesters.
- Residence Hall requests must be made by an entire hall as opposed to one floor. Fraternities/sororities/clubs/organizations with fewer than 30 members must team with at least one other organization to make a request.
- Staffing is not available for individual resume/cover letter critiques at the time of the event. Please check the CCS online Calendar for upcoming "Resumaniacs" and/or direct your group to get resumes reviewed via appointment or walk-in hours at their college office or in Barnes Hall.
- Workshops may be requested for Monday-Thursday, 8:00 am-7:00 pm; or Fridays, 8:00 am-5:30 pm.
- Completion of the workshop request is just that: a request, and **not** a workshop guarantee, even if you meet all of the criteria listed.
- Requests will be granted based on staff availability.

Workshop Confirmation Process

- Once a workshop has been confirmed and assigned to a CCS staff member, the requesting organization will be cc'd on an email to the staff member requesting that they arrange a pre-workshop consultation to determine and agree upon learning outcomes as well as logistics (date, time, location, and equipment).

Your Organization's Responsibilities:

- Publicizing the event
- Ensuring that registration is sufficient for the event.
- Room reservations
- Arrangements for a computer, projector, and screen.

I agree to these terms

(Clicking the box will take you to the Workshop Request Form)