



**Tuck School of Business
at Dartmouth**

Company Briefings @ Tuck

Thank you for scheduling a company briefing at Tuck! Your event will be an invaluable tool in teaching Tuck students about your organization and specific opportunities.

To ensure that your experience at Tuck goes smoothly, we have put together this guide to help with next steps. In this document you'll find details on the following:

- [Company Briefings Program](#)
- [Audio/Visual Services](#)
- [Catering](#)

If you have questions about company briefings, please feel free to contact:

Stacie Marshall
Career Development Office
Tuck School of Business at Dartmouth
100 Tuck Hall
Hanover, NH 03755
603-646-3186
stacie.marshall@dartmouth.edu

To find more information (including downloads) about on-campus recruiting, visit our [Recruiting @ Tuck](http://www.tuck.dartmouth.edu/recruiting) website (<http://www.tuck.dartmouth.edu/recruiting>).

Company Briefings Program

Company Briefing

A Tuck company briefing is a 50-minute information session designed to give your representatives an opportunity to educate Tuck students about your company, its people, your recruiting efforts, and internship and career opportunities within your organization. Please choose the format that will best communicate information about your firm (PowerPoint, slides, video, speaker, case study). We recommend that you allocate ample time within the 50 minutes for questions and answers (20 minutes or more). Company briefings can be scheduled at 12:10 PM or 5:10 PM.

Open Exchange

An open exchange is optional and is designed to encourage informal conversation between students and recruiters. These receptions, scheduled directly after your briefing, allow students to come and go according to their schedules. Our goal is to provide an opportunity for both recruiters and students to get to know each other better and to explore employment possibilities in greater depth. If you have a briefing scheduled for 12:10 PM, please leave your classroom promptly at the end of your briefing, at which point a reception room will be available for your function. If you are scheduled for a 5:10 PM briefing, we invite you to remain in your briefing room for your open exchange.

Attendance

Please recognize that Tuck is smaller than other schools at which you may conduct presentations, and attendance may be comparatively lower. In general, you will see more first-year students than second-year students in your audience, so you may want to keep this in mind as you plan the type and content of your presentation. If you have participated in Tuck's company briefings program in the past, we may have archived attendance data to help in your planning.

Audio/Visual Equipment

Please see the A/V equipment information below for details on equipment and ordering. If you decide not to use the equipment you have reserved, please inform the Career Development Office at least one business day in advance so we can cancel the request.

Catering

If you wish to provide refreshments during your briefing or open exchange, please see the list of catering selections below. If you are unsure about how much catering to order, contact Stacie Marshall. Catering amounts can be changed up to the day before your briefing if pre-briefing student sign-ups reflect a different attendance than expected.

(Company Briefings Program continued)

Publicity

The Career Development Office publicizes briefings via an online student calendar and in a weekly email. You may wish to supplement the publicity for your briefing and open exchange in the following ways.

Email: The best way to advertise your briefing to students is via email. If you would like to send a short, upbeat, informative email inviting students to your briefing, please email Stacie Marshall by the Thursday prior to your presentation. The invitation will be forwarded to students the following day.

Posters: You may also wish to provide the Career Development Office with a poster to be hung in the student mailroom.

Flyers: We regret that we are not able to deliver flyers directly to student mailboxes, but we will gladly place a stack in the student mailroom.

Tuck publications: Tuck's student newspaper *The Tuck Times* offers additional advertising opportunities. Download an order form from the [On-Campus Recruiting: Next Steps](http://www.tuck.dartmouth.edu/recruiting/recruiter_services/oncampus_details.html) page on our website (www.tuck.dartmouth.edu/recruiting/recruiter_services/oncampus_details.html).

Briefing Materials

If you would like to ship printed materials or giveaways for use during your presentation, we will store the materials and transport them to your briefing room for your presentation. Please ship materials to Stacie Marshall at the address above.

Travel Information and Lodging

For information about travel and lodging in the Hanover area, visit the [Directions](#) page on Tuck's website (www.tuck.dartmouth.edu/directions).

The Day of Your Briefing

All company representatives should check in at the Career Development Office, located in 120 Murdough Center, upon arrival at Tuck. Each representative should be prepared to provide his or her license plate number and a business card. We will supply all visitors with dining passes to Tuck's Byrne Dining Hall.

Audio/Visual Services

Below is an overview of the services and equipment available for your company briefing at Tuck.

To place an order for A/V services, visit the [Company Briefings](http://www.tuck.dartmouth.edu/recruiting/recruiter_services/company_briefings.html) page on our website (www.tuck.dartmouth.edu/recruiting/recruiter_services/company_briefings.html).

General Information

Each briefing room is equipped with the following:

- Large screen display
- Windows XP/Office XP 2.4 GHz PC with CD and regular HD disk drives
- Radio frequency-based wireless controller for advancing slides remotely
- High-brightness LCD data/video projector

A/V Choices

Computer and LCD projector

We will load your presentation onto the computer in your briefing room. Please provide an advance copy of the file you are planning to present *at least one business day* before your briefing. Since the class schedule allows only 10 minutes to set up your presentation, it is vital that we receive it ahead of time. You may send your presentation in one of two ways: 1) ship a CD-R or 2) send the file via email enclosure (since our email system does not allow us to receive enclosures larger than 4MB, please send it in installments or as a zipped file if it exceeds this size). Please ship or email your presentation to Stacie Marshall at the address above.

LCD projector only

Your laptop can be connected directly to the LCD projector in your briefing room. Because not all laptops are compatible with our projectors, we recommend providing a backup copy of your presentation on any of the media listed above. Those using Mac laptops should be sure to bring DVI to VGA adaptor cables. *Please Note:* If you are running Windows 2000 or XP and have an available USB port, it is likely that the wireless controller can be used to advance slides remotely.

1/2" format VCR

Please ship your video tape two days in advance to allow us to have it cued up and ready to play (see shipping address above).

Videoconference

If you are unable to travel, we will be happy to set up a videoconference for your presentation. We can accommodate both ISDN and IP connections.

Overhead projector

We are happy to provide an overhead projector for your presentation.

Other options

Microphones—Due to the quality of the acoustical design of our rooms, microphones are not necessary. If a team member is unusually soft spoken we will provide vocal reinforcement via wireless microphone.

Custom Presentations—We are available for consultation about staging details and are willing to go to great lengths to bring off your special presentation. Depending on scope, this may incur additional charges.

Set-Up and Usage Fees

All A/V needs	\$100.00
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Catering

If you wish to provide refreshments during your briefing or open exchange, please see the list of catering selections below. Catering amounts can be changed up to the day before your event if pre-briefing student sign-ups reflect a different attendance than expected. The following menu items will be available for your selection:

Box Lunch—12:10 p.m. only \$16.00 per person
Sandwiches, fruit bars, chips, cookies, fruit, and assorted cold beverages

Executive Lunch—12:10 p.m. only \$25.00 per person
A variety of items, including the chef's entrée of the day, salad, rolls, dessert, and beverage
**Executive Lunches can be facilitated for 30 or fewer individuals*

Pizza—12:10 p.m. or 5:10 p.m. \$16.00 per person
A variety of pizzas, green salad and beverages
**Pizza can be arranged for 40 or fewer individuals*

Light Fare—5:10 p.m. only \$16.00 per person
Hot hors d'oeuvres, vegetables and dip, cheese board, cookies, and assorted cold beverages

Beverages only— \$2.00 per person
available for Company Briefings and Open Exchanges
A selection of canned sodas, juices, and bottled water

A \$15 set-up fee will be charged for all orders

To place your catering order, visit the [Company Briefings](http://www.tuck.dartmouth.edu/recruiting/recruiter_services/company_briefings.html) page on our website (www.tuck.dartmouth.edu/recruiting/recruiter_services/company_briefings.html).

If you are unsure about how much catering to order or need more information, please contact:

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We look forward to working with you!