Information Session Advertising Procedures

We invite you to advertise your Information Sessions Campus-wide

With this new way to publish your event you will be able to provide more detailed information:

- Company Name
- Information Session Title
- Info session Content/Details/Program
- Flyer and/or Company website
- Targeting you audience: Desired Major, Degree & Class Level and Work Authorization

How to reserve and publish your Information Session:

- Reserve the SPACE for your information session at: http://www.ssc.gatech.edu/
- After confirmation and payment, collect the “Student Success Center Payment Reservation Number.” This number can be found in the invoice received from: successcenter@ssc.gatech.edu
- Using the “Student Success Center Payment Reservation Number.” Logon in your CareerBuzz account and complete the information session publication form by clicking “Add New” under the EVENTS tab
  
  Note: If you do not have your CareerBuzz account setup please visit: http://www.career.gatech.edu/plugins/content/index.php?id=271

- Your event will be advertised campus-wide in our CareerBuzz recruiting system and on our C2D2 website
- All changes (date, time, cancelations) MUST be submitted to: successcenter@ssc.gatech.edu
- To minimize conflict and maximize student attendance, OCR Employer Information Sessions are held after 5:00 PM.
- Any catering must be arranged by the organization. Please see our list of approved caterers at: http://www.ssc.gatech.edu/catering_policy.php

Note: Please note that you MUST have your space/room/theatre/suite confirmation before you can publish you event. C2D2 will not be responsible for incorrect information or space/room/theatre/suite that are not confirmed by the Student Success Center Building.