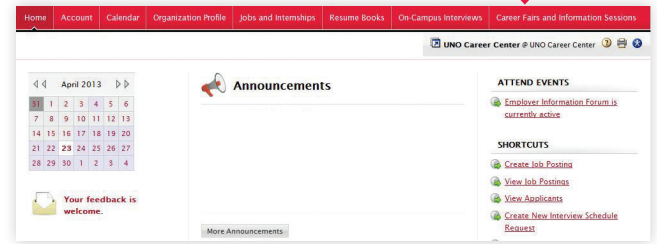


HOW TO

Host an information table or session

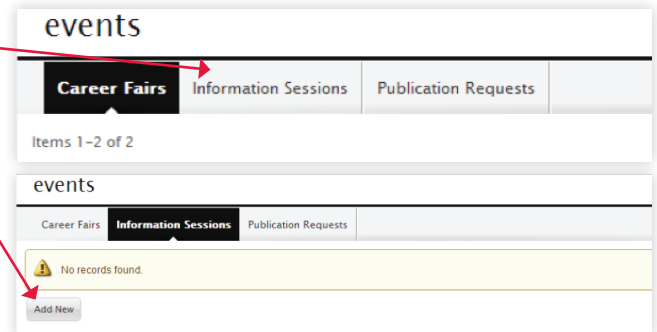
Log on to unomaha-csm.symphlicity.com and select “Career Fairs and Information Sessions.”

1



Select “Information Sessions” and click “Add New.”

2



Fill out the form and click “SUBMIT.”

3

A screenshot of the 'Add New' form for an Information Session. The form includes fields for Information Session Type, Session Start (date and time), Session End (date and time), # of Students Expected, and a Description of Event. There are also checkboxes for Audio-Visual Equipment Requests: Overhead Projector [\$25], 35 mm slide projector [\$35], and Data/Video Projector [\$150].

NOTE:

You will receive an email confirming your request. ACDC will review your request within 2 business days.

After ACDC reviews your request, you will receive a second email approving your request. This email will contain information about the location, time and date of your information table. You will receive a third email with your parking pass.

4

	Information Session Start Date/Time	Information Session End Date/Time	Description	Location	Attached Document	Approved	RSVPs
Review	January 24, 2013, 11:20 am	January 24, 2013, 11:20 am	test	to be determined		*	0