



UCLA ANDERSON MSBA RECRUITING AND PRESENTATION EVENTS

Thank you for your interest in hosting an event for our students on campus. **As a first step, be sure you have completed the [UCLA MSBA Recruiting Event Form](#)**, which will provide us with your date and time preferences, presentation description, and other key information.

The following information will help you plan a successful visit.

Who should come

Students benefit from meeting recruiters and analytics practitioners who can showcase the data-driven work happening at your organization. Anderson alumni are always enthusiastically received by our students!

What to bring

- Presentation on laptop or thumb drive (always good to have a thumb drive backup).
- SWAG—can be mailed in advance, if you prefer (see below)

Where you'll be

Your presentation will be in one of our state-of-the-art classrooms (see photo) with full A.V. functionality and will be recorded for our password-protected, internal-use-only career services resource library so that current and future students can learn about your company. *Please advise if you do not wish to be recorded.*

Structuring your presentation

The most engaging and beneficial presentations typically last 90 minutes, are interactive (ask them questions!), and contain the following elements:

- Company overview and the role of analytics in the organization
- Deep dive into one or more analytics business cases
- Overview of the internship and full time recruiting process and any available relevant roles
- Formal question and answer session
- Informal conversation and questions (best done over food)
- Bonus: bring a brief data challenge for students to work on mid-session!

How many students will you see?

This depends on timing and your targets. We will confirm the number with you two days before the event.

- If you are here in the fall and wish to meet December grads (full time seekers) and new students (internship seekers), you will likely see 50-75 students.

- From January-June, you will meet only internship-seeking students (although you may recruit them for full time roles as well—they can join you at the end of the year after graduation). The sooner you come, the more students you are likely to meet. Count on 20-60 students.

Catering

We have made special arrangements with our preferred caterers that will allow you to interact directly with them to place your orders and make payment. Each caterer's contact information, as well as their menu information, is listed below. Please contact one of these caterers at least a week before your event to place your orders. (You are welcome to use a caterer not on this list, but please ensure they have familiarity with the UCLA Anderson campus.)

We will provide an expected attendance number one week before the event and confirm the number 24 hours in advance, so that you can communicate this information to your caterer.

Please be sure to include at least 25% vegetarian options. We also ask that your vendors, where possible, provide water in dispensers rather than in small individual bottles.

Breakfast / Morning Snack

ASUCLA Catering (\$\$)

Breakfast items, pastries, fruit, juice, coffee, etc.

Click [here](#) for ASUCLA catering menu (note the *a la carte* menu)

Contact: (310) 206-0735; catering@asucla.ucla.edu

Lunch / Afternoon Snack / Dinner

Neli's Event Planners (\$\$\$)

Full catering menu

Click [here](#) for Neli's catering menu

Contact: Amy Canales, neliscatering@verizon.net; (310) 477-0031

Fundamentals (\$\$)

Sandwiches and salads

Click [here](#) for Fundamentals menu

Contact: Lauren Morales, lauren.morales@fundamental-la.com; (310) 463-3113

Lamonica's NY Pizza (\$)

Pizza, salad, and sodas

Click [here](#) for Lamonica's Pizza menu

Contact: (310) 208-8671

Materials for Recruiting Events

You may send company literature or giveaway items for your presentation up to one week prior to your event. Please be sure to include your company's name and the date of the event on the package.

Mail to:

Frinee Berrios

Event Name

UCLA Anderson MSBA

110 Westwood Plaza, Suite E-112

Los Angeles, CA 90095-1481

Arrival and Parking

Be sure to let [Frinee](mailto:Frinee.Berrios@anderson.ucla.edu) know who among your group will need a parking pass. Park in Lot 4 (map below).

- Please arrive at least 20 minutes before your presentation
- After you park in Lot 4 or are dropped off in the circle at the end of Westwood Plaza off Sunset, walk to the Marion Anderson Courtyard (map below) and call us so we can greet you and escort you to your classroom.
 - Frinee Berrios: 310 267 2399
 - Larry Braman: 310 206 8734

Additional questions?

Let us know! Frinee.Berrios@anderson.ucla.edu; Larry.Braman@anderson.ucla.edu

Thank you. We look forward to seeing you soon!

The Anderson School Complex

