

OSU Connection Session Policy

Updated September, 2016

OSU Career Services requires pre-payment for Connection Sessions registration.

Registration for Connection Sessions will not be **confirmed** until payment is received. This pre-payment is required to hold your reservation for a room at the OSU Student Union.

****Please note, all catering must be arranged through OSU Career Services. No outside food or drink is permitted.****

Connection Sessions Fees:

- Room Reservation, Setup, and Equipment: \$140.00
- Additional Room: \$140.00
- All catering arrangements must be made through OSU Career Services Event Coordinator.
- Food Options:
 - Drinks Only: \$1.50 per person
 - Gourmet Cookies & Drinks: \$3.00 per person
 - Hideaway Pizza, Gourmet Cookies & Drinks: \$7.50 per person
- **You will receive an invoice (including payment options) via email following receipt of your Connection Session Request Form.**

Cancellation Policy:

Cancellations will be accepted provided that notification is given in writing to OSU Career Services.

Cancellations must be sent via email to alicia.low@okstate.edu or to your Hire Team member ([Hire Team Listing](#)) and must be received by stated cancellation deadlines. Career Services reserves the right to charge any costs incurred prior to cancellations and the following fees:

- Cancellations must be received at least 7 business days prior to the start time of your event to receive a 100% refund (i.e. Connection Sessions scheduled for Thursday at 5:00 pm must receive a cancellation notification **no later than** Tuesday the week before at 5:00pm).
- Cancellations made less than 7 business days prior to the start time of the connection session are subject to incur all room fee costs and other fees (catering, etc).
- Any cancellations made less than 3 days of the scheduled Connection Session will incur all costs for room fees and catering.

Attendance Numbers:

- OSU Career Services will book your room and catering needs according to the estimated number of attendees that you list on your Information Session Request Form.
- All catering must be arranged through OSU Career Services. No outside food or drink is permitted.
- Changes to this number must be made **no later than 5 business days** before the date of your Connection Sessions. Your Hire Team member will be in contact with you by this date to confirm your attendance number.
- **Any additions will require pre-payment by credit card or check.**
- Please contact Alicia Low, (alicia.low@okstate.edu, 405-744-9644) or your Hire Team member ([Hire Team Listing](#)) with any needs.

Reservation of a Venue:

- The OSU Career Services Event Coordinator will reserve a room for your Connection Session at the OSU Student Union as per the availability of your requested date and time stated on your submitted Connection Session Request Form.

- The link for this form will be sent to you by your Hire Team member.

Resources for Your Connection Session:

- An OSU Career Services staff member will be in attendance at the Student Union during the time of your Connection Session to greet you as well as to be on hand to ensure everything is in order and help should any issues arise.
 - Our staff member will ensure that your catering needs have been met and will make sure all food and drinks that have been pre-ordered are set-up for your attendees.
 - They will also provide any interview schedules that you might have for the next day.
- The Student Union will also have a staff member to help with any A/V or electrical needs.
- Please contact Alicia Low at least 24 hours prior to your session with any exceptional A/V needs.
- Due to compatibility issues, we ask that if you are **bringing your own laptop** computer that you **arrive at least 1 hour** before your scheduled Connection Session.
 - OSU Career Services and the OSU Student Union ***highly recommend that you bring a copy of your presentation*** (CD, DVD, or Jump Drive) to use on the Student Union computers if an issue arises and a personal computer is not compatible with the Union's software.
 - The Student Union's A/V is compatible with most PC based programs or they recommend bringing an Apple adaptor if you have an Apple computer.

Inclement Weather:

Should inclement weather prevent the Connection Session from occurring on the scheduled date, OSU Career Services will re-schedule the date and all fees as well as cancellation policies will apply. Please consult the following for official news regarding your Information Session:

- <http://hireosugrads.com>
- Alicia Low
 - 405-744-9644
 - alicia.low@okstate.edu

OSU Career Services reserves the right to change or modify these Connection Session Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.