New York University School of Law

O F F I C E O F C A R E E R S E R V I C E S

Student Group Event Guidelines

RESOURCES

Law Firm Contacts: The OCS is able to provide you with a list of lawyers and/or law firms who have volunteered to work with your student group.

Publicity: Events co-sponsored by OCS or an approved event announcement emailed to OCS by the Wednesday before the event, can be included in our weekly OCS Career Docket.

1L Early Interview Week Credit: Career-related panels and programs co-sponsored with the OCS may qualify to fulfill the 1L "Career Education Requirement" for participation in EIW. Publicizing your program as such will help to increase the attendance level at the program.

Guidance: The OCS is available to act as a sounding-board for your program ideas and agendas. We have worked with many student groups over the years and are able to provide you with information so that you are not "reinventing the wheel".

Coordination with Law Firm Outreach: Throughout the year, offices throughout the Law School conduct in-person outreach to law firm employers in order to promote recruiting and fundraising for NYU School of Law. Communicating with OCS regarding your group's programs enables us to inform employers as to upcoming programs that they may want to participate in and to thank attorneys who have participated in your programs for their support of NYU School of Law.

PROTOCOL

When working with employers, please be mindful that your student group is representing NYU School of Law as a whole. Attorneys and employers will formulate impressions regarding NYU School of Law and our students based upon their interactions with your group. It is, therefore, extremely important to maintain the highest level of professionalism. For the benefit of the school and student body, we ask that you adhere to the following protocol when organizing your event and communicating with attorneys and law firms:

1. **Diversity of Participants**: Please be conscious to include a diverse range of participants in your program or panel; women, attorneys of color, members of the LGBT community, various 6 geographic locations, various practice settings (i.e., corporate, litigation, government) and various firm sizes should be represented, if possible. Maintaining diversity among your participants will enable you to provide your audience with a variety of viewpoints and experiences.

2. **Scheduling**: When selecting a date for your career-related panel or program, please be mindful of the OCS and PILC calendar, as well as other events in the NYU School of Law community. The calendar fills up fast and you are encouraged to schedule your program date and reserve a room as soon as possible. Please also remember to check the Law School's calendar (https://its.law.nyu.edu/eventcalendar/).

3. **Logistics**:
   a. As soon as you have determined the date of your program, a room must be reserved. https://its.law.nyu.edu/ems
   b. Contact Sue Anderson in Student Affairs sue.anderson@nyu.edu for assistance with logistics for your event.
   c. Participants should be secured approximately 3 weeks in advance of the program. A week before your program, participants should be reminded of the program and informed of the planned discussion topics. The day before your program, participants should receive a final reminder.
   d. If you would like your program to be web-streamed on the OCS website, arrangements to have your program recorded must be made 2 weeks before the event.
   e. Your program must be publicized to the students to ensure attendance. The "OCS Docket" can be utilized for this purpose. Submissions are required by the Wednesday of the week immediately preceding the week that the OCS Docket will be published.

4. **Participant Biography Sheet**: Your group will create a bio sheet detailing the backgrounds of the attorney participants to distribute at your program. The OCS can provide a bio sheet template and can assist in making photocopies of the bio sheet for your program. The OCS must receive a final copy of all bio sheets for our permanent records.

5. **Panel/Program Agenda**: Your group will set the agenda for the program, create questions for the panelists and moderate the program or arrange for a moderator. The OCS is available to review your agenda and questions.

6. **Thank You Notes**: Your group must send thank you notes to the attorney participants promptly following your program.