

MBA RECRUITING AT SCHELLER - LOGISTICAL INFORMATION FOR RECRUITERS

Information Session Details

MBA information sessions are scheduled primarily from 6-8 pm, in Scheller College of Business classroom space. Sessions typically consist of a 30 minute presentation with company overview, and details on specific jobs for which the MBAs are being recruited. Remaining time is for Q&A and networking. Only MBA students will be invited to attend, and will be present in **business casual attire** unless you otherwise indicate dress code.

Classrooms will have projection, sound, computer, slide clicker and internet/wifi available. A laptop may also be connected to the projection system. We recommend you bring your presentation on a separate drive as backup. We will have tables available outside the classroom for catering setup. If you need tables for other purposes, please ask. We will take attendance at the event. Please contact Kelley Broome or your Corporate Relations Manager to schedule your MBA information session. We will post the positions being discussed at the session on our job board to help promote your opportunities so please send the details for posting to our team.

Catering Options

If you are hosting an information session and want to provide food, these caterers are approved for catering on campus at Georgia Tech. They have experience with us and are available to work with you and within your budget. At your request, these caterers will be happy to provide current menus for your review.

name	contact	phone	email
Allmora Culinary Services	Liz McGarey	404-388-1646	emcgarey@aol.com
Alon's Bakery & Market	Mollie Benjamin	678-397-1781	mbenjamin@alons.com
Carlyle's Corporate Catering	Mary Atkinson	404-872-4231	matkinson@carlylescatering.com
Chuck's Famous	Doug Cleary, Mark Orsini	404-249-7733	chucks.famous@yahoo.com
Georgia Tech Hotel and Conference Center	Uli Burgess	404-838-2104	ulrike.burgess@gatechhotel.com
Highland Bakery	Candice Constant	404-586-0772	Catering@highlandbakery.com
Ray's NY Pizza/Cedars Mediterranean	Jackie Wesley	404-888-9911	midtown@raysnewyorkpizza.com
Time to Dine	Lucille Heusner-Wilkinson	770-384-1904	info@time-to-dine.com

We will require our students to RSVP to your event and will give you a headcount as the date approaches.

Please note that unfortunately our office does not have the resources to provide beverages or paper goods for your events. Our students are happy with bottled water, if you are looking for a simple beverage option.

Please direct your caterer to call Kelley Broome at 404-894-2620 prior to the delivery day to arrange access to our building. The main entrance is unlocked until 5pm, all other entrances are secured by keycard access 24/7. Delivery address will be 800 West Peachtree Street NW, Scheller College of Business, Suite 304. We will direct them to the event space.

Local Restaurants

If you are looking for venues for private receptions and meals, these restaurants are within walking distance of Scheller College of Business. The Georgia Tech Hotel and Conference Center is also a good option for a reception (contact above).

name	phone	email/website	details
Cypress Street Pint and Plate	404-815-9243	www.cypressbar.com	lunch/dinner, casual pub, \$
Rowdy Tiger Whiskey Bar and Kitchen	678-412-2402	www.rowdytigeratlanta.com	Breakfast/lunch/dinner, \$\$
The Canteen	678-612-1769	www.Thecanteenatl.com	Breakfast/lunch/dinner, \$
City Tap Kitchen and Craft	470-990-7114	www.citytap.com/location/atlanta	Lunch/dinner, \$\$

On Campus Interviews

The Jones MBA Career Center suite has 8 interview rooms in use on a regular basis, additional space can be added for a large interview day. Rooms have wifi access and lunch is provided. Please contact Kelley Broome or your Corporate Relations Manager to schedule your MBA on campus interviews.

Transportation

Scheller College of Business is located at 800 West Peachtree Street, in the area of Georgia Tech's campus called Technology (Tech) Square, just east of the I-75/I-85 Downtown Connector. [Directions and parking, campus map, and public transportation information are available here.](#)

If you are driving, the Tech Square parking garage is the best option, the Jones MBA Career Center has parking validation available for this location. It is also the parking venue for the Georgia Tech Hotel and Conference Center. The address for GPS is 770 Spring Street. Scheller College of Business is just across Spring Street from the parking deck. Please circle the block to the left by Barnes and Noble and enter the building at the front

entrance, 800 West Peachtree Street. The elevators are on the left side of the Atrium, please exit on the 3rd floor, and walk straight ahead to the Jones MBA Career Center, Suite 304.

Please note: The Graham Entrance to Scheller College of Business directly across from the parking deck is locked 24/7, and the Main Entrance is locked at 5 pm. If you are arriving after 5 pm for an evening event, your Corporate Relations Manager will contact you for planning your arrival.

Area Hotels (ask for Georgia Tech rates)

GEORGIA TECH HOTEL AND CONFERENCE CENTER (across the street from Scheller College of Business)

800 Spring Street NW, Atlanta, GA 30308
404-347-9440 Reservations: 800-706-2899

This full service hotel located on the Georgia Tech campus, offers restaurant, bar and room service seven days a week as well as numerous restaurant options just steps away. * [Click here for the Georgia Tech rate!](#)

Renaissance Atlanta Hotel Downtown

0.1 mile walk from Scheller College of Business
866 West Peachtree Street NW, Atlanta, GA 30308
(678) 412-2400

Regency Suites Hotel

0.4 mile walk from Scheller College of Business, adjacent to the Midtown MARTA station.
For the Georgia Tech rate, click [here](#) or use the code TECH on their website.
975 W. Peachtree St. NW, Atlanta, GA 30308
(404) 876-5003

Hilton Garden Inn/Homewood Suites

Please note that these properties have separate reservation numbers and front desk areas but are in the same building and share some amenities.
0.5 miles from Scheller College of Business
97 10th Street NW, Atlanta, GA 30309
404-524-4006 (Hilton Garden Inn)
404-524-4076 (Homewood Suites)

Hotel Indigo Atlanta Midtown

0.5 miles from Scheller College of Business. Ask for the Georgia Tech rate.
683 Peachtree Street. NE, Atlanta, GA 30308
404-874-9200

Residence Inn Atlanta Midtown /Georgia Tech

0.5 miles from Scheller College of Business
1041 West Peachtree Street, Atlanta, GA 30309
404-872-8885

Georgian Terrace

Historic inn and Midtown icon, 0.5 miles from Scheller College of Business. Ask for the Georgia Tech rate.
659 Peachtree Street, Atlanta, GA 30308

Georgia Tech Calendar

Event	Fall 2019	Spring 2020	Fall 2020
Semester Start	19-Aug	6-Jan	17-Aug
Semester End	13-Dec	1-May	11-Dec
Fall/Spring Break	14-15 Oct	16-22 Mar	
Other Breaks	2-Sep, 27-29 Nov	20-Jan	2-Sep, 25-27 Nov

If you need other information or recommendations for services while you are visiting on campus, please contact Kelley Broome in MBA Career Services: Kelley.broome@scheller.gatech.edu , 404-894-2620.