Assistance is provided for IAP Members Only

Info Session (Event) Services and Contact Information
To schedule or request the services, please contact the persons listed below by email.

Jeremy Stewart – Facility Services: jeremy@cse.tamu.edu

- **HRBB Room Reservations:**
  - Jeremy can schedule one of the Computer Science and Engineering (CSE) Teaching Classrooms in the H. R. Bright Building (HRBB) for use outside of normal business hours. If you are interested in using a room during business hours (M-F 8-5) you will need to email that request to scheduling@oar.tamu.edu (note: this address is not affiliated with CSE).
  - Rooms Available (All rooms include a Projector, Screen, Podium PC (login required by a current student, faculty, or staff), Laptop Connection, and Sound System):
    - HRBB 124 - Capacity: 144
    - HRBB 113 - Capacity: 60
    - HRBB 104 - Capacity: 30
    - HRBB 126 - Capacity: 30

- **Table Reservations:**
  - We have two white six foot folding tables that can be delivered to the hallway outside any of our first floor HRBB rooms that are available for reservation. These are nice lightweight tables that are useful for serving food, presenting handouts, or for info tables if you would like to set up in the foyer to meet students throughout the day.

- **Wireless Internet Accounts:**
  - The H. R. Bright Building has TAMULink Wireless Internet throughout. TAMULink is also available in most buildings throughout campus.
  - TAMULink Guest accounts must be requested by Jeremy through TAMULink at least 48 hours before the needed date to be ready for your visit. You must email Jeremy all of the information below for accounts to be requested.
    - Brief description of the nature of the visit.
      - Ex: Information session about our company, Your Company Name Here.
      - Ex: Guest lecturer for a course.
    - Starting and Ending Dates and Times
      - Please overestimate the starting and ending date and time.
    - For Each Guest:
      - Name
      - Phone Number
      - Email Address
  - For more information on TAMULink please visit tamulink.tamu.edu.

- **Presentation System Questions:**
  - Jeremy handles all of our presentation systems. He can assist with information on the available equipment and operation for each of the classrooms.
Tony can help advertise your event. If you are creating a flyer for your event we recommend creating a standard landscape PowerPoint slide. Tony can print PowerPoint slides for hard copy flyers and electronically add it to our lobby display slide rotation. If you would like flyers posted in the elevators, we will also need a portrait version of the flyer.

- **Flyers:**
  - Tony can post flyers throughout the department for your event.
    - Email Tony a soft copy: Tony can print .pptx, .docx, .pdf, Adobe Creative Suite, or other popular formats in full color on 8.5X11 paper.
    - Mail hard copies: If you have premade flyers or special printing preferences, you can mail hard copies of your flyer in advance to Tony at:
      
      Tony Okonski
      301 H. R. Bright Building
      3112 TAMU
      College Station, TX 77843-3112
  
- **Lobby Display:**
  - CSE has a 42” digital display in the lobby of the H. R. Bright Building. Tony can add your event’s slide to the rotation of departmental announcements. Please email Tony a standard sized landscape PowerPoint slide if you would like it to be advertised on the display.

- **Departmental Email Lists:**
  - We have several internal departmental email lists. Tony can email a prepared email to the lists of your target audience.
  - Please send Tony a separate plain-text email that he can forward to the appropriate lists. With the exception of a short note at the beginning of the body of the email asking Tony to forward it to the specific email lists (as listed below), please compose the email exactly how you would like the students to receive it.
    - **Subject:**
      - Please enter the exact subject that you would like for your email.
    - **Body:**
      - Please start the body with a quick note to Tony asking that he forward the remainder of the email to the departmental lists. Please include which lists you would like to target. We have lists for:
        - CSE Undergraduate Students - All
        - CSE Undergraduate Students - Upper Level Only
        - CSE Graduate Students – All
      - Please compose the rest of the email exactly how you would like them to receive it.
Other Resources

- **Food:**
  - Please contact Elena Rodriguez, elena@cse.tamu.edu, for any questions you may have about catering or local restaurants. Below is a list that she commonly uses. These restaurants might not fit the needs of your event, but it will give you a concise list of companies that have delivered to our building before and have passed the test of time. In alphabetical order, not preference:
    - Blue Baker – Deli – Breakfast, Lunch, Dinner
      - 201 Dominik Dr - College Station - 979.696.5055
    - J. Cody’s Steak and Barbeque – BBQ – Lunch, Dinner
      - 3610 S College Ave - Bryan - 979.846.2639
    - Jason’s Deli – Deli – Breakfast, Lunch, Dinner
      - 1460 Texas Ave S - College Station - 979.764.2929
      - [http://www.jasonsdeli.com/](http://www.jasonsdeli.com/)
    - Kolache Rolfs – Bakery/Deli – Breakfast, Lunch
      - 2307 Texas Ave S - College Station - 979.696.0099
      - [http://kolacherolfs.com/](http://kolacherolfs.com/)
    - Papa John’s – Pizza – Lunch, Dinner
      - 1741 University Dr E - College Station - 979.846.3600
  - For a complete list of restaurants in Bryan/College Station that deliver, please see [http://www.urbanspoon.com/t/114/6/College-Station/Delivery-restaurants](http://www.urbanspoon.com/t/114/6/College-Station/Delivery-restaurants).

- **General Questions:**
  - If you have any additional questions or require additional information, please contact the IAP administrator, Taffie Behringer at taffie@cse.tamu.edu.