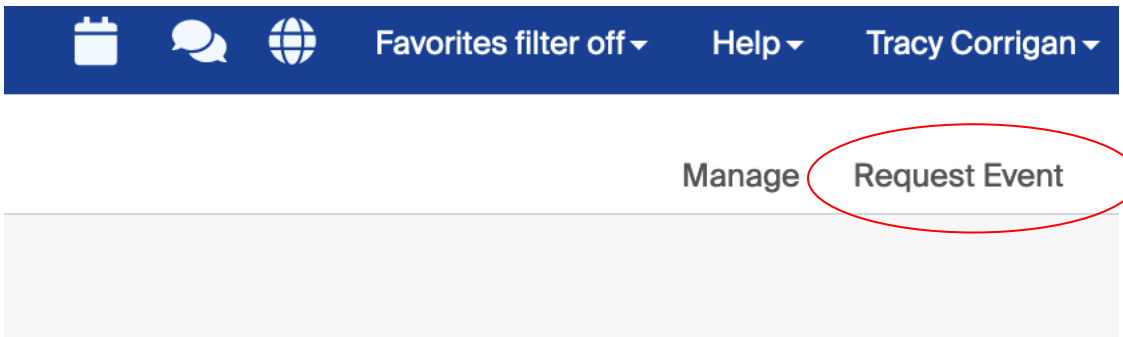


How To Request an Information Session at Kenyon

Starting from your Employer Home page in Handshake, select “**Events**” from the left-side navigation. Next, select “Request Event” from the top right side of your page.



When the dialogue box appears, enter your Event details. Under **Format**, select if your session will be on-campus or virtual.

Request Event

Event Name

Format

On-campus: My company is hosting this event at a school

Off-campus: My company is hosting this event (not at a school) and booking space ourselves

Virtual: My company is hosting this event virtually

Host School

This event can also be attended virtually

Contact

Type

Employer On-site

Group Appointment

Info Session








Networking

Speaker/Panel

Workshop

Other

Select your preferred dates and times. If you will be hosting a virtual event, please be sure to verify that the Time Zone is correct for your location. Add your description, detailing what will be covered in your session.

Start Date	End Date	Time Zone
2022-09-30 4:30 pm 	2022-09-30 5:30 pm 	Eastern Time (US & Canada) ▾
Dates should be formatted as YYYY-MM-DD h:mm a		
Registration Limit		
<input type="checkbox"/> Limit the number of people who can register for this event		
Branding		
	Description (optional)	
 	<p>Join representatives from ABC Company to learn more about our engaging summer internship programs. Spend your summer working on unique projects that drive real-world outcomes and solutions. Recruiters will be on campus to discuss the work of interns, outline the application process, and answer any questions you may have.</p>	
		

If you will be hosting a virtual event, you will need to add a URL address in the Web Host URL box.

Web Host URL
<input type="text"/>
This is where students will go to attend your event (e.g. a link to Zoom, YouTube, Bluejeans, or WebEx). Students will find this link where they would normally find the location of an in-person event.
Non-Handshake Registration URL
<input type="text"/>
This is where students will register for your event if they are not registering in Handshake (e.g. a CRM, web form, or scheduling tool like calend.ly).
School
<input type="text" value="Kenyon College"/>

When finished, click the blue Save button.

TEST
Friday, September 30th 2022, 4:30 pm - 5:30 pm EDT
No location

Overview | **RSVPs**

Join representatives from ABC Company to learn more about our engaging summer internship programs. Spend your summer working on unique projects that drive real-world outcomes and solutions. Recruiters will be on campus to discuss the work of interns, outline the application process, and answer any questions you may have.

RSVPs

Registered	0
Invited	0

[View RSVP List](#)

Comments & Activity

Comment on TEST

[Add Comment](#)

CREATE on Friday, July 8, 2022 9:32 AM
Tracy Corrigan created TEST which is hosted by Kenyon College

Carefully review your event information. If you need to make a change, you can select the Edit Event button.

If you will be on-campus for your information session and would also like to staff an information table to promote your company event, please fill out our online request form: [Request an Information Table](#).

**Questions? Contact Tracy Corrigan at:
740-427-5165 or Corrigan2@kenyon.edu**