

ASI Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

Necessary Documents:

- ☐ Event Flyer w/ ASI Logo
- ☐ CSI Event Reg. Form
- ☐ Estimates / Food Permits
- ☐ Event Estimates / Invoices

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Organization

Club/Organization: National Society of Black Engineers
 Event Title: NSBE 45th Annual Convention
 Date(s) of Event: 03/27-03/31 Semester Spring
 Location of Event: Detroit Michigan
 Expected Total Attendance: 15,000
 Expected Attendance of Cal State LA Students: 13

Event Description and Total Cost Breakdown

Briefly describe the event:

NSBE National Conference is a yearly event that is dedicated to provide underrepresented STEM majors with methods, tools skills, and information that they need to ensure their success academically and professionally. The even will also have a 2 days career fair with over 500 companies and grad school.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

By providing support and focus in students who are underrepresented in STEM fields to be successful at Cal State LA.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Hotel (3 suites) \$668.30 each room	\$2,004.90
9 Plane Ticket	\$4,415.40
Transportation (Airport to Hotel) 8.7 miles	\$17.33
Transportation (Hotel to Airport) 8.7 miles	\$17.69

Event Summary

Total Cost of Event: \$6,455.32
 Amount Requested from ASI: \$3,000.00
 Amount from other sources: _____

What other resources are you employing for this event?

ECST will be helping us with registration

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and

staff initial: SK

15 MAR 1 4:53 PM

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: **National Society of Black Engineers (NSBE)** PHONE: [REDACTED] DATE: **1/19/2019**
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: **NSBE National Convention** LOCATION: **Detroit MI COBO Center**
EVENT DATE: **March 27-31** BEGIN TIME: **9am** END TIME: **11pm** ESTIMATED ATTENDANCE: **16**

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- ☐ PROCEEDS TO BENEFIT ☐ EDUCATIONAL PROGRAM ☐ SPIRITUAL PROGRAM ☐ RECREATIONAL PROGRAM
☐ DANCE/PARTY ☐ SOCIAL PROGRAM ☐ COMMUNITY SERVICE ☒ CONFERENCE/CONVENTION
☐ OTHER: [REDACTED] ☐ SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- ☐ SPORTS ACTIVITY OR COMPETITION ☐ BEACH/FOREST/PARK CLEAN-UP ☐ INTERNATIONAL TRAVEL
☐ BONFIRE ☐ INDOOR/OUTDOOR COOKING ☒ DOMESTIC TRAVEL
☐ AMPLIFIED SOUND ☐ ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

All attendees will travel to the convention, stay in a hotel for the durations and return on the end date.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- ☐ PRINTED POSTCARDS ☐ PRINTED POSTERS/FLIERS ☐ SOCIAL MEDIA: [REDACTED] ☒ OTHER: **Email**

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

- ☒ STUDENT ORG. MEMBERS ☐ CAL STATE LA COMMUNITY ☐ OTHER COLLEGES & UNIV. ☐ GENERAL PUBLIC ☐ GUEST LIST

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement. ☒ NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?

(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)

☒ NO ☐ YES

WILL A MOVIE BE SHOWN? ☒ NO ☐ YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? ☒ NO ☐ YES If yes, please explain [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? ☒ NO ☐ YES

IF YES, WHO WILL PROVIDE THE FOOD? ☐ UNIVERSITY CATERING ☐ OTHER: [REDACTED]

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? ☒ NO ☐ YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? ☒ NO ☐ YES Initials [REDACTED]

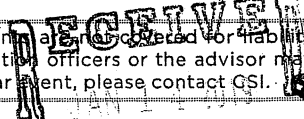
If so, please affirm organization members and guests will not consume alcohol.

PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? ☒ NO ☐ YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? ☒ NO ☐ YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable if the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.



STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
TREASURER: _____ SIGNATURE: _____ DATE: _____
U-SU STUDENT ORGANIZATION ACCOUNT #: _____ or ☐ APPROVED EXEMPT STATUS: CSI VERIFICATION ☐

EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU _____" stamp must be clearly visible on the face of the posting.
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME _____ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) _____ DATE: 1/15/19
ADVISOR'S NAME _____ SIGNATURE _____ DATE: 1/15/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: _____

DATE: _____

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? ☐ NO ☒ YES

DATE REQUIRED: 3/13/2019

NOTIFICATIONS:

☐ PUBLIC AFFAIRS DATE: _____

☐ ATHLETICS DATE: _____

☐ DEPT. OF PUBLIC SAFETY DATE: _____

☐ FACILITIES USE COORDINATOR DATE: _____

☐ OTHER: _____ DATE: _____

☐ U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



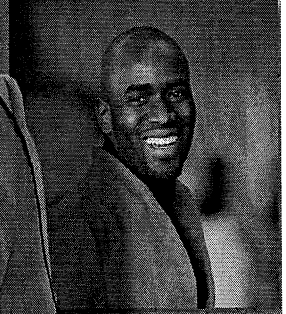
**45th Annual
Convention**
NATIONAL SOCIETY OF BLACK ENGINEERS



March 27-31, 2019

COBO CENTER | DETROIT, MI
convention.nsbe.org

#NSBE45
EXPLORE.
ENGINEER.
ELEVATE.



BOOK CHECK-IN MY TRIPS FLIGHT STATUS Travel Info SkyMiles

SIGN UP

LOG IN



3



More

New Search Flights Passengers Extras Payment

Flights

WED
27
MARLAX ▶ DTW
4:30 PM 11:53 PMDL 652
4h 23m | NonstopBasic Economy (E)
Nonchangeable/ Nonrefundable
Delta Air Lines Baggage Information

Price per Passenger \$429.77

Taxes, Fees and Charges \$60.83

Total per Passenger \$490.60

DETAILS ▼ | SEATS

SUN
31
MARDTW ▶ LAX
10:11 AM 12:20 PMDL 1559
5h 9m | NonstopBasic Economy (E)
Nonchangeable/ Nonrefundable
Delta Air Lines Baggage Information

DETAILS ▼ | SEATS

REMEMBER, YOUR BASIC ECONOMY FARE INCLUDES SOME RESTRICTIONS.

NEED FLEXIBILITY? UPGRADE TO MAIN CABIN.

- Opportunity to select a seat at anytime
- Select seats near travel companions
- More flexibility, with eligible ticket changes (fees may apply)
- Upgrades permitted - including paid & complimentary

\$35.00
Per Person Each Way

UPGRADE

Total Price
(9 passengers)
(USD) \$4,415.40

Earn a \$200 Statement Credit and 40,000 Bonus Miles

Statement Credit* - \$200.00

Apply for the Gold Delta SkyMiles Credit Card from American Express

- \$200 Statement Credit after you use your new Card on a Delta purchase in your first 3 months*
- 40,000 bonus miles after you make \$2,000 in purchases on your new Card in your first 3 months. Special offer expires 4/3/19
- First checked bag free and Main Cabin 1 Priority Boarding on Delta flights
- \$0 introductory annual fee for the first year, then \$95 Rates & Fees | Offer Terms | Benefit Terms

Terms and Conditions Apply

☐ Yes! I'd like to apply now for a Card and then complete my booking
 *Statement credit will be issued approximately 8-12 weeks after making your first Delta purchase
Total After
Statement
Credit
(USD) \$4,215.40

CONTINUE

Terms and Conditions

GENERAL CONDITIONS OF PURCHASE



View Reservation

Best Price
Guarantee

We're looking forward to your stay. Here are your reservation details.

Your Reservation

Confirmation # : 21034362

Holiday Inn Express & Suites Allen Park

9000 Enterprise Drive,
Allen Park MI 48101
United States

Reservations **1-888-HOLIDAY**

Front Desk **11-313-3839790**

Your Rate

For a limited time get away for less with the Annual Sale rate. Reservation requires full prepayment for the entire stay at the time of booking and is nonrefundable. Other restrictions may apply.

Rate Information per Stay for 1 Room

Wed Mar 27 2019-Fri Mar 29 2019 **143.20 USD**

Fri Mar 29 2019-Sun Mar 31 2019 **159.20 USD**

Price for 1 room(s) and 4 night(s): **604.80 USD**

Taxes: **63.50 USD**

Total Price: **668.30 USD**

Taxes and Additional Charges

10.5% per night not included in rate effective
27 March, 2019 thru 31 March, 2019
6 PERCENT STATE TAX 4.5 PERCENT
LODGING TAX

2 BED SUITE NONSMOKE

Average Nightly Rate

CHECK IN:
WEDNESDAY
MAR 27 2019

WED MAR 27
2019
03:00 PM

CHECK OUT:
SUNDAY MAR 31
2019
SUN MAR 31 2019
11:00 AM

151.20 USD per room, per night.

Maximum # of Persons per Room Allowed
6 persons max

Rate Rules

Advanced purchase required
Must book 3 days in advance
Check-in-time: 3:00 PM
Check-out-time: 11:00 AM

Parking

Parking is available to registered guests only.
Hotel assumes no responsibility for theft or
damage that may occur while parked in the
lot. Guest assumes all risk of utilizing the
available parking.

Pet Policy

Only Certified Guide Dogs and Service
Animals Allowed. Animals must be leashed
and monitored at all times. Animals cannot
be left unattended. 100.00 penalty assessed
for the discovery of an unauthorized pet.

Average Est Room Total Per Night: 151.20 USD

Estimated Total : 668.30 USD



Hertz rentals come with:

- Up to 35% savings on base rates
- 1,500 IHG Rewards Club points, plus
- 500 points per day for Elite members
- 125 points per day for Club members



Dollar and Thrifty rentals come with:

- Everyday savings
- 125 IHG Rewards Club points per day for all members

Add a Car to My Stay



View Reservation

Best Price
Guarantee

We're looking forward to your stay. Here are your reservation details.

Your Reservation

Confirmation # : 45315822

Holiday Inn Express & Suites
Allen Park

9000 Enterprise Drive,
Allen Park MI 48101
United States

Reservations **1-888-HOLIDAY**

Front Desk **11-313-3839790**

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CHECK IN:	CHECK OUT:
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WED MAR 27 2019	SUN MAR 31 2019
03:00 PM	11:00 AM

4 Nights

12 1

Save and get fast rewards on every rental



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6 persons max

Rate Rules

Advanced purchase required

Must book 3 days in advance

Check-in-time: 3:00 PM

Check-out-time: 11:00 AM

Deposit Rules

A deposit for the entire stay is due at time of booking.

Parking

Parking is available to registered guests only. Hotel assumes no responsibility for theft or damage that may occur while parked in the lot. Guest assumes all risk of utilizing the available parking.

Pet Policy

Only Certified Guide Dogs and Service Animals Allowed. Animals must be leashed and monitored at all times. Animals cannot be left unattended. 100.00 penalty assessed for the discovery of an unauthorized pet.

Average Est Room Total Per Night: 151.20 USD

Estimated Total : 668.30 USD

Add a Car to My Stay



View Reservation

Best Price
Guarantee

We're looking forward to your stay. Here are your reservation details.

Your Reservation

Confirmation # : 26414735

Holiday Inn Express & Suites Allen Park

9000 Enterprise Drive,
Allen Park MI 48101
United States

Reservations **1-888-HOLIDAY**

Front Desk **11-313-3839790**

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Estimated Total :	668.30 <u>USD</u>
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Add a Car to My Stay

Uber

Drive

Ride

Business

More

Log in

Sign up

Independence

Canton

9000, Enterprise Dr, Allen Park, MI 48101

Detroit, MI 48242

Your Options:

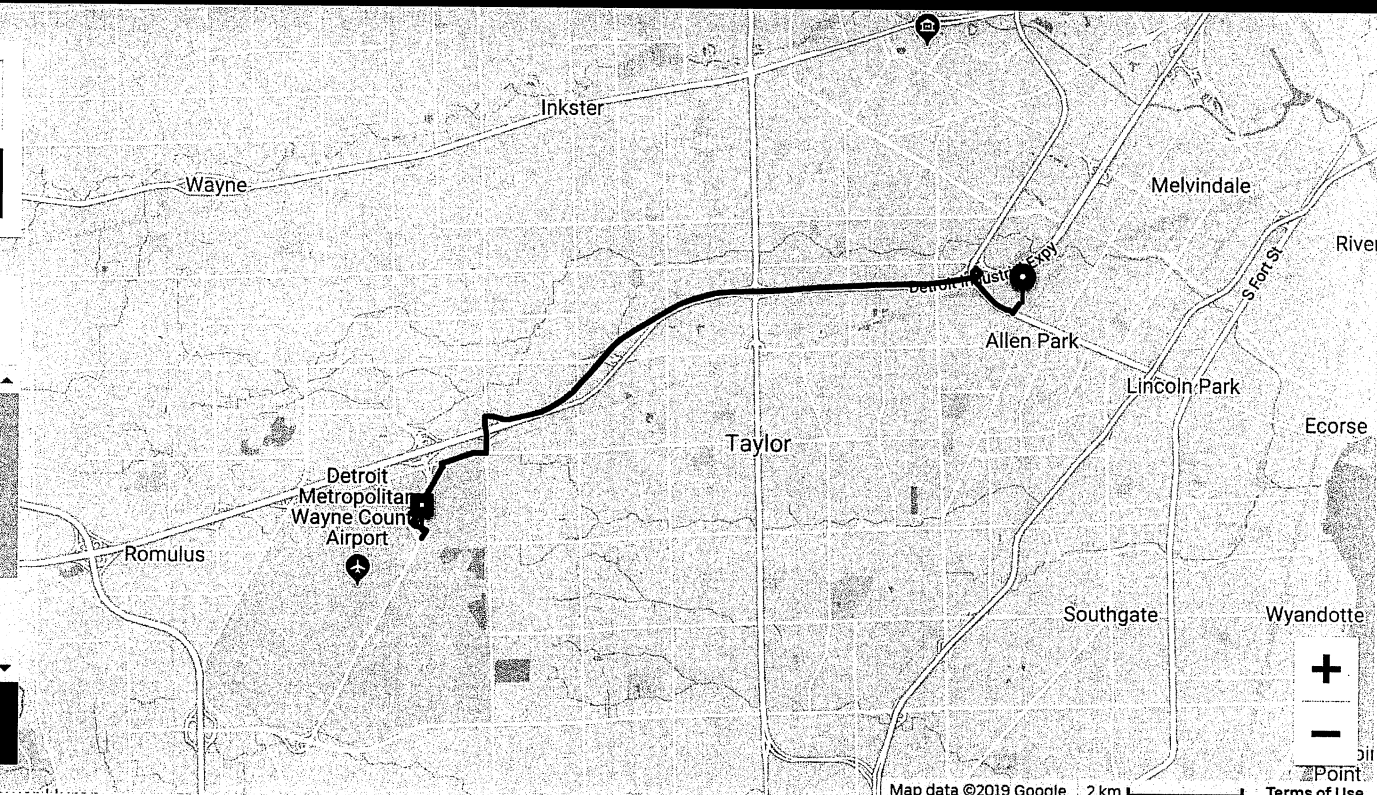
UberX \$17.96

UberXL \$25.93

Select \$37.05

Black \$41.08

SIGN UP TO RIDE



*Sample Rider fares are estimates only and do not reflect variations due to discounts, traffic delays or other factors. Flat rates and minimum fares may apply. Actual Rider fares may vary. US Partners: Rates used to calculate partner fares are published at partners.uber.com and require an active partner account to view.

National Society of Black Engineers

Name	CIN	Email



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COLLEGE OF ENGINEERING, COMPUTER SCIENCE, AND TECHNOLOGY

Office of the Dean

Associated Student Incorporated (ASI)
5151 State University Dr.
Los Angeles, CA 90032

February 26, 2019

Dear Members of the ASI Funding Committee:

Please accept my full support of the request from the National Society of Black Engineers (NSBE), California State University Los Angeles Chapter, for financial support from the Associated Student Incorporated (ASI-CSULA). The funding would be used for students to travel to the national NSBE conference, this year in Detroit, Michigan.

The purpose of the NSBE National Conference is to educate African American Engineering students on academic excellence, professional development, and community outreach opportunities. Additionally, it is a chance to showcase undergraduate and graduate student research and provide exposure for students interested in applying to graduate school. The benefits of such a conference directly align with the Community Engagement and Student Success goals of the Cal State LA College of Engineering, Computer Science, and Technology 2018-2019 Strategic Plan Goals.

This conference will contribute to student academic and career development by providing additional presentation experience and career development workshops, which will help our students become better candidates for graduate school and a full-time engineering-related career. Travel to national conferences is an essential part of helping students develop their professional identities.

The College has solicited \$1500 from one of our corporate partners to help support the team's travel, and I hope that ASI can support them as well.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Allen".

Emily Allen, Ph.D.

Dean, College of Engineering, Computer Science, and Technology



Associated Student Incorporated (ASI)
5151 State University Dr.
Los Angeles, CA 90032

To Whom It May Concern,

Please accept my full support on behalf of the National Society of Black Engineers (NSBE), California State University Chapter to receive financial support from the Associated Student Incorporated (ASI-CSULA).

The purpose of the NSBE National Conference is to educate African American Engineering students on academic excellence, professional development, and community outreach opportunities. Additionally, it is a chance to showcase undergraduate and graduate student research and provide exposure for students interested in applying to Graduate school. The benefits of such a conference directly align with the Community Engagement and Student Success goals of the CSULA College of Engineering, Computer Science, and Technology 2018-2019 Strategic Plan Goals.

This conference will contribute to student academic and career development by providing additional presentation experience and career development workshops, which will help our students become a better candidate for graduate school and a full-time engineering-related career.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zanj K. Avery El', is written over a horizontal line.

Dr. Zanj K. Avery El, Ph. D
College of Engineering, Computer Science, and Technology
California State University, Los Angeles



March 1, 2019

Associated Student Incorporated (ASI)
5151 State University Dr.
Los Angeles, CA 90032

To Whom It May Concern,

Please accept my full support on behalf of the National Society of Black Engineers (NSBE), California State University Chapter to receive financial support from the Associated Student Incorporated (ASI-CSULA).

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Sincerely,

Candi M. Marsh, MS Counseling/ Professional Academic Advisor

Engineering, Computer Science & Technology (ECST)

ECST Advising Center (EAC)) E&T Bldg. A-127

California State University, Los Angeles

5151 State University Drive

Los Angeles CA 90032

(323) 343-4577 candi.marsh@calstatela.edu