



Employer Involvement and Resource Handbook

March 2023

UMD Supply Chain Management Society
at the
University of Maryland - Robert H. Smith School of Business
College Park, Maryland

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Introduction to SCMS

Thank you for your interest in holding an event with SCMS!

The University of Maryland Robert H. Smith School of Business boasts a nationally recognized undergraduate supply chain management program; students majoring in supply chain at Smith take multiple enriching courses, taught by professors with industry experience, including Introduction to Transportation, Purchasing and Inbound Logistics, Introduction to Logistics and Supply Chain Management and more. UMD Smith undergraduate supply chain majors are employed across the world with companies including, but not limited to, Apple, Amazon, Deloitte, EY, PepsiCo and Volkswagen.

The UMD Supply Chain Management Society is the only undergraduate student organization at the University of Maryland dedicated to the field of supply chain management. The Supply Chain Management Society is run entirely by undergraduate supply chain students and, although an independent entity, works closely with the Department of Logistics, Business and Public Policy (which includes supply chain management) and other relevant departments and organizations within the Robert H. Smith School of Business. This ensures the Society provides for and supports the department and school for maximum benefit of students, staff, faculty and ultimately companies looking to recruit supply chain students for opportunities. This is generally accomplished through a diverse, carefully planned series of events and presentations with companies, like yours, within supply chain and associated industries, as well as activities including supply chain faculty and partnerships with complimentary student organizations.

We appreciate your interest in partnering with the UMD Supply Chain Management Society for an event or presentation. Please feel free to reach out to us at any time with questions, comments or inquiries. We look forward to hearing from you.

*The Executive Board
UMD Supply Chain Management Society*

For information on the supply chain curriculum and major requirements at the Smith School, please visit

<https://www.rhsmith.umd.edu/programs/undergraduate/academics/academic-majors>



Event and Presentation Opportunities

The UMD Supply Chain Management Society is pleased to offer several different types of event and presentation opportunities for your company. The below are general programs we have found to be of interest for most companies - if your company is interested in something not listed, please contact us (information on page 7) for additional information.

**PLEASE NOTE: Due to Smith School room availability restrictions, unless arranged in advance, all events/presentations must end, and the room vacated, no more than 50 minutes past the hour. We apologize for the inconvenience.*

General Event/Presentation - most popular

Ideal for virtually any event or presentation including brief networking sessions, short case competitions, etc. Most companies present a brief overview of their companies, provide insight into intern/career opportunities and take questions.

- Standard 1-hour block; **up to 45 minutes for your presentation**
 - Recommend 30 minutes for presentation with 15 minutes for Q&A
- Classroom environment including a computer with projector
- If playing video, advanced notice is requested to prepare A/V system
- Events longer than one hour may be possible with two weeks advance notice

Alternate Event/Presentation

Ideal for an event expected to take significantly longer than 45 minutes to complete, and events better suited for a space other than a classroom. An alternate event/presentation may require additional planning by SCMS; we kindly request a minimum three weeks notice for these.

- Virtually no limit to the timing of the event
- Greater flexibility
- Variety of event spaces available (auditorium, formal space, etc. - see page 5)
- Computer, projector and A/V equipment availability varies by space

Event and Presentation Options

Several different options and add ons to the event and presentation opportunities listed on page 3 are available. Please note that while there is no cost to hold an event with SCMS, there may be University imposed fees for some of the options below - payment is generally made directly to the University/Smith School and/or Food Court Catering; **please confirm the correct payee with SCMS before submitting any payment.** The UMD Supply Chain Management Society makes no money from any of these add ons and generally is not involved in any part of the payment process.

“(\$)” denotes charges may be applicable.

(\$) Food/Snacks/Beverages - *most popular*

- A variety of hot foods, snacks and/or beverages are available from the on campus food court to add on to any event or presentation with SCMS. To see a menu, please visit <https://dining.umd.edu/catering#food-court-catering>
- Please note delivery to the on campus location of the event/presentation is subject to a 10% fee; \$10 minimum, \$100 maximum
- *We kindly request a minimum two week notice to plan logistics for any food/snacks/beverages your company would like to purchase for your event

Special Room Variations and Additions

- Our standard/default event space is a classroom with a capacity of ~40 people
 - Standard classroom events do not require any special planning or fees
- (\$) Auditoriums with tiered seats, larger classrooms and atrium space are available, however a minimum notice of four weeks is required
- Formal space (professional lounge-like atmosphere) is available - minimum notice of six weeks is required if you are interested in this space
- (\$) For non classroom locations, furniture can be rearranged and/or replaced with cocktail tables, standard folding tables and/or tables for a seated event - we kindly require a minimum of six weeks notice for furniture relocation
 - (\$) Table linens accessories are available, however there is a cleaning fee

Room Gallery



Typical standard/default classroom event space

- Furniture cannot be moved
- Includes A/V equipment, projector



Formal event space/lounge

(shown set up for a networking event - furniture relocation, replacement and linen rental are subject to charges)

- Furniture can be moved and/or replaced
- Includes A/V equipment, projector, TVs
- Basic prep kitchen available

Photos of other spaces (auditorium, atriums and larger classrooms) available on request.

Unless noted, all spaces for UMD SCMS events listed in this document are located within the Robert H. Smith School of Business - Van Munching Hall.

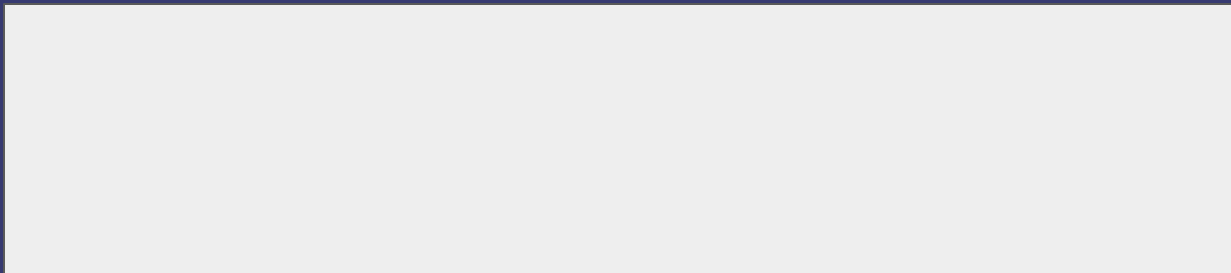
Scheduling

To schedule an event with SCMS, please email us at umdscmsboard@gmail.com.

UMD SCMS will work with your company to plan the logistics of the event; we will also promote the event to UMD undergraduate supply chain majors, members of SCMS and the Smith School community at large to ensure the best possible turnout. If your event requires an attendance cap, please let us know and we can work with you to establish a way to limit attendance (i.e. requiring student RSVPs.)

Notice on Timing

Unfortunately, due to reasons outside of our control, some events and event options listed on page five require advance notice and/or payment of charges. If you anticipate your event being an “alternate” event as outlined on page four, we kindly request inquiries as far in advance of your desired date as possible, but no later than specified timelines. General events/presentations generally need no more than a couple weeks advance notice to plan, however we still kindly request notice as far in advance as possible. We apologize for any inconvenience and if we are unable to accommodate requests.



Contact

For all questions, please email us at
umdscmsboard@gmail.com

The address for Van Munching Hall is
[7699 Mowatt Lane, College Park, MD 20742](#)

Visit our website at www.umdscms.com

