



IEEE-Eta Kappa Nu Student Leadership Conference 2025 Exhibitor Guidelines

Thank you for your interest in exhibiting at the [IEEE-Eta Kappa Nu Student Leadership Conference 2025](#). Because of your support, we were able to reduce the cost of the conference for our students. We will have about 300-325 students in attendance and about 50-75 other attendees (exhibitors, volunteers, IEEE leaders and staff).

The Conference is located at the [Michigan Union](#), 530 S. State Street, Ann Arbor, MI 48109

Please familiarize yourself with the following important information and contact Amy Michael at amy.michael at ieee dot org with any questions:

- EXHIBIT SPACE:
 - You will have a table in our exhibit space (6' by 2.5' white tablecloth, no draperies), and 2 chairs. Displays must be table tops, but you are welcome to add your own backdrop or display assembly as long as it doesn't block exits and is not longer than 6'. Exceptions are for our Platinum sponsors.
 - Exhibitors will be in three different areas:
 - Industry representatives will be on the first floor in room Anderson ABC
 - Graduate schools will be on the second floor hallway
 - IEEE Societies/Groups will be on the second in the room Pendleton.

We will provide you with a layout map the morning of the conference.

- The WiFi is easily accessible and can be accessed at: MGuest Wireless. You will need to go to the popped up webpage and accept UM's terms of use.
- The exhibit set-up time is Saturday November 8, starting at 8:00 am.
- You can quickly unload your materials from the circle drive on the North side of the building. You can put their flashers on, unload and bring their items to whichever room you are assigned to or to Crofoot which we have booked for storage. You will then need to move your cars.
 - *On Friday*, you can park at: street parking or park in the Maynard structure that is a few blocks away. Maynard St. Parking Structure, 324 Maynard St., Ann Arbor 48109
 - *On Saturday*, you will need to park at the Thompson Street Parking Structure between 7am-11am. The fee to park is \$20 for all day, but once you leave the lot, you won't be able to get back in. Thompson Street Parking Structure, 500 Thompson St., Ann Arbor 48109
- Dedicated recruitment fair hours are: 10:50am -12:15pm, 3:50pm- 5:30pm, The exhibits will end at 6:00pm.
- If you require electrical service, please let Amy Michael know and she will follow up with you.

- SHIPPING IN:

- You can ship to the Michigan Union, **IMPORTANT: Packages cannot be received before Wednesday, November 5th** and should be addressed as follows:

Michigan Union
Crofoot Room, (Hold for IEEE-HKN Student Leadership Conference)
530 S. State Street, Ann Arbor, MI 48109
Contact: Building Manager, 734-660-5492

- SHIPPING OUT:

- All tables must be broken down no later than 6pm on Saturday and you must arrange your own out-shipment.
- If staying at the Graduate Hotel, they are willing to hold packages for you for FedEx to pick up on Monday.
- The closest FedEx office to the Michigan Union closes at 7:00pm on Saturday and is located at: 505 E Liberty St, Ann Arbor, MI 48104 <https://maps.app.goo.gl/YQB26kzr5k8GBVPa6>

- LOGISTICS

- PARKING: Please see above
- MEALS: Exhibitors are welcome to partake in the Saturday breakfast, AM snack, PM snack, and Saturday lunch.
- LODGING: Rooms can be booked at the Hilton Garden Inn, Hilton Garden Inn, 1401 Briarwood Circle Ann Arbor, MI, 48108. This is a courtesy block that has to be booked [here](#) by October 7th.
- PROGRAM: The SLC Program schedule can be found [here](#).