

This is a sample handout you can tailor to your campus for information on bus transportation to/from UC Santa Cruz and other details for the day's events.

Dear Student,

Thank you for registering for the 2009 Northern California Forum for Diversity in Graduate Education and submitting your \$20 deposit. The Forum is an all-day program designed to acquaint students with academic and career opportunities associated with advanced study in a wide range of disciplines. There are workshops, panel sessions and opportunities to meet representatives from the nation's leading graduate schools.

**Transportation to/from Forum:**

The bus and check-in will be at (fill in your campus information here). The bus will leave promptly at (fill in time here). There are restroom facilities on the bus. The ride to UC Santa Cruz is approximately \_\_\_hours with no stops. If you fail to show, the bus will leave without you.

The Forum ends at 4:00pm. The bus will load immediately at a designated area and will leave promptly at 4:30pm. The anticipated time of arrival to (your campus information) will be (estimate time to your campus). You will be returning on the same bus you arrived on. If you fail to show the bus will leave without you and you will have to make other arrangements for your ride home.

**Parking:**

Upon entering the campus, proceed to the Core West Parking Structure. Parking will be \$2.00. Please identify yourself as a participant in the California Forum for Diversity in Graduate Education. Parking permits will be enforced on Saturday, November 7, 2009.

**Preparation:**

You may wish to prepare business cards and or a short resume to give recruiters. Please remember to bring paper and pen to take notes. Feel free to bring anything that might make the ride more comfortable. You will be returning on the same bus you arrived on, so you may leave these items on the bus. You will

be given an itinerary of the day's events along with a map of UC Santa Cruz to review during the bus ride.

**Dress:**

Please keep in mind that a well-groomed appearance makes an excellent first impression with recruiters. Wear comfortable shoes, as there will be a considerable amount of walking. A light jacket is recommended. If the forecast predicts rain you may want to bring an umbrella and dress accordingly.

**Considerations:**

Drinking and smoking are strictly prohibited on the bus. The bus will be full, so please be mindful of others. Keep noise levels down by turning off pagers and cell phones and using earphones when listening to music. It is a long day and many people will want to sleep on the bus.

**Registration:**

Students **MUST** present a photo ID and a copy of their registration verification to receive a lunch voucher and welcome packet. It is recommended that students register by 9:00am. Our group will be accommodated when we arrive, should the bus be late.

**Food:**

You will be provided a lunch at the Forum. [**Optional:** For the morning bus ride a continental breakfast will be provided.] You may want to bring something to eat for the ride back, as it falls during the dinner hour.

**\$20 Deposit:**

Your deposit will be returned to you as you board the bus to the forum. If you fail to show, your deposit will not be returned to you.

If you have any questions, please call (phone number).