Northern Illinois University

Research Rookies Reception

Wednesday, November 2, 2016
5:30pm to 7:30pm
Altgeld 125
General Information

• Event to recognize and honor you & your mentor
• Opportunity to introduce your project to other mentors and some of the NIU administrators
• Friday, December 2 from 2:30-4:30pm in Altgeld Auditorium
  – Please arrive at least 15 minutes early!
  – You will be excused from class
What to Wear

- **Business casual attire**
- Tops
  - Nice shirt, polo, or blouse
  - Long-sleeve button-up shirt
  - Suit jacket (optional)
- Bottoms
  - Dress pants or nice khakis *with a belt*
  - Skirt or dress (knee-length or slightly shorter)
- Feet
  - Dress socks & dress shoes
  - Nice flats or heels that *you know you can walk in*
- Accessories
  - Hairstyle that stays out of your face
  - Light jewelry
  - Tie or bowtie
  - Nice watch
What Not to Wear

- Tops
  - Low-cut, sleeveless, and/or tight shirts
  - Dresses with open backs and/or cut-outs
  - Crop tops
  - T-shirts, sweatshirts
- Bottoms
  - Short skirts or dresses
  - Jeans, sweatpants, yoga pants, or leggings
  - Saggy pants
- Feet
  - Gym shoes, boots, flip flops
  - Heels that are too tall and/or difficult to walk in
  - Mismatched, colorful, or athletic socks
- Accessories
  - Gaudy jewelry
  - Too much perfume/cologne
Networking

• Market yourself and make connections
• Don’t be afraid to go up to someone and introduce yourself!
• Start with a **firm** handshake
  – Palm to palm
  – One to two pumps
  – Eye contact
• Listen AND talk (don’t just do one or the other)
• Exchange contact information at the end
  – Email, LinkedIn, etc.
  – Business cards
• Follow-up within one day
  – Make sure to mention what you discussed
Elevator Pitch

• Introduce yourself, your mentor, & your project
• 30 seconds or less
• Six things to include
  – Name
  – Year in school
  – Major
  – Mentor
  – Project focus
  – Project importance
**Tips**

- Practice!
- Have your faculty mentor or peer mentor help you
- Clear and concise
- Not too broad, not too narrow
- Give your speech to someone outside of your field of study
  
  - Avoid technical terms and acronyms
  
  - If they don’t understand it, revise it