

We look forward to your visit to Stanford for 2019 Graduate Recruitment and Diversity Day!

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY.

IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR TRIP

Please note that if your department/school is having a separate visit day that takes place concurrently with GRAD Diversity Day, your accommodations and travel arrangements differ from below. Contact your department/school representative for more information. **However, if you want to be housed in the Sheraton Hotel for one or more nights (Th, Fri or Sat) because your department accommodations are ending, please contact graddiversity@stanford.edu ASAP and we can arrange for your hotel stay.**

Questions?

Grad Diversity Day Website: <https://graddiversity.stanford.edu/grad-diversity-day>

School of Business – <http://www.gsb.stanford.edu>

Kyle Sanford, (kylesanford@stanford.edu)

School of Earth Sciences –

<http://earthsci.stanford.edu>

Dr. Tenea Nelson (tenea@stanford.edu)

Dr. Lupe Carrillo (lupec@stanford.edu)

School of Education – <http://ed.stanford.edu>

Dr. Shu-Ling Chen (shulingchen@stanford.edu)

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School of Engineering – <http://soe.stanford.edu>

Lourdes Andrade (lourdes.andrade@stanford.edu)

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School of Humanities and Sciences –

<http://diversity-humsci.stanford.edu/>

Dr. Joseph Brown (jlbrown@stanford.edu)

Steve Lee (spl33@stanford.edu)

General Questions: graddiversity@stanford.edu

GRAD Diversity Day Travel Information

FLYING

At this point, you should have already registered *and* made your flight arrangements with FROSCHE Travel Group (see your invitation for details). All students that are flying should be arriving at the San Francisco International Airport (SFO). Stanford will cover the cost of transportation from the airport to the hotel and back again with SuperShuttle (check email for shuttle reservation details).

Arrivals (SFO)

Claim your luggage (lower level). Exit using Door 16 (Terminal 1) or Door 4 (Terminal 2, Terminal 3, International Terminal G) and go to the inner curb. Supershuttle customer service representatives will be available for assistance. If for some reason, the passenger is unable to locate their boarding area, return inside and see the attendant behind the Information Desk located next the terminal door. You should not have to pay anything. Signage at SFO can be confusing. Customers should look for “SHARED RIDE VAN” signage (NOT Ground Transportation or Shuttle). The shuttle will drop you off at the Sheraton Hotel, which is close to Stanford’s campus. *The direct billing system cannot be used to drop you off at another location. If you go to another location, you will have to pay up front and then submit a receipt for reimbursement.*

Departures (SFO)

You need to set up a reservation with SuperShuttle at least 24 hours in advance of your return flight (check email for direct billing link). Because many of you are leaving soon after arriving, you might want to set up your SuperShuttle pickup before you leave from home. The pickup location will be the Sheraton Hotel, located at 625 El Camino Real, Palo Alto, California 94301.

DRIVING

For students that are driving, you should arrive at the Sheraton Hotel on Thursday after 3pm. Parking at the hotel is \$10/day, but you can submit a reimbursement request.

From North/East: Take Highway 101 South and exit onto Oregon Expressway. Proceed approximately two miles and turn right onto El Camino Real. The hotel will be on your right.

From South: Take Highway 101 North and exit onto Oregon Expressway. Proceed approximately two miles and turn right onto El Camino Real. The hotel will be on your right.

From West: Take Interstate 280 East and exit onto Page Mill Road towards Stanford University. Proceed approximately two miles and turn left onto El Camino Real. The hotel will be on your right.

GRAD Diversity Day Accommodations

Sheraton Hotel
625 El Camino Real
Palo Alto, CA 94301
(650) 328-2800

<http://www.sheraton.com/paloalto>

Double occupancy (shared with another participant) reservations have been made for all GRAD Diversity Day participants. *Do not contact the hotel* to make your own reservation. When you arrive at the hotel, let them know you are with the Stanford GRAD Diversity Day group. We will provide the hotel with a folder which will include your agenda, maps, and other helpful information, which should be picked up when you check-in. The cost for the room itself will be directly billed to Stanford. However, you may be required to leave a credit card at the front desk to cover any incidentals. The hotel is located near the Stanford campus. Please note that if you are bringing a guest, you must to contact graddiversity@stanford.edu

GRAD Diversity Day Agenda

The overall agenda is can be found on the website. You should receive a tentative personalized agenda that includes faculty meetings and School-specific events a few days before your arrival. If you do not receive your agenda, please contact your School representative. There is a good chance that your personalized agenda will be updated before you arrive, so please refer to the agenda in your check-in packet.

If you arrive early on Thursday, you are welcome to visit the campus. Thursday evening, there will be a hospitality room from 6:00 – 9:00pm and pizza will be served. *On Friday morning, Stanford graduate students will meet you in the hotel lobby at 7:00 am to escort you to campus for the Welcome Breakfast.* While all GRAD Diversity Day participants will be together for the welcome breakfast and reception, there will be School-specific events and faculty meetings that will take place throughout the day. There will also be an optional Open House at the ethnic and gender community centers. See the Agenda for details.

Attire/ Weather

Attire should be business casual on Friday; casual on Thursday and Saturday. Make sure that you wear comfortable shoes (no high heels, even if you think they are “comfortable.”) as the campus is quite spread out and you will spend time walking. Weather in the San Francisco Bay area can be unpredictable but with likely highs in the 50s-70s, lows in the 40s and a possibility of rain. Be sure to bring a jacket or sweater, particularly if you visit San Francisco, which is usually windier and about ten degrees cooler than Stanford.

Preparing for your visit

On the [website](#) “Visitor Information” page are several documents that can help you prepare for your visit and meetings, including a list of potential questions to ask faculty, staff and graduate students. Please review before your visit.

Appointments and Meetings

Graduate school visits can be nerve-wracking, there is so much to learn about faculty and their research, graduate degree requirements, financial support, graduate student life, the campus community and the surrounding environment. Once you receive your meeting schedule, you should read at least one or two recent articles by the faculty members you will meet. Usually, this information can be found on the faculty website or by doing a search on www.google.com or <http://scholars.google.com>. Also, bring extra copies of your resume/CV.

We have enclosed a list of questions you may want to ask of faculty, diversity officers, administrators, and current graduate students. See if the list is helpful – it may spark additional questions you will want answered. Pay attention to different types of questions that you should target to each audience. Program Administrators should be your source for details about funding, statistics, and administrative requirements, current students are a great source for questions regarding graduate student life in and out of the department/program, and faculty should be your source for questions regarding research. If Stanford is your #1 choice, please share that information with faculty in your prospective department.

The ‘Elevator Speech’

Before you arrive, prepare a three-minute talk about your research interests. “What are you interested in studying?” may be the first, second, or third question someone asks and it will help if you are ready with a brief description of your interests. You should overview your topic and why it is important or significant (always explain why the research *matters*). Think of your audience as an educated person who is not necessarily knowledgeable about your subject area, so you should avoid using too much technical jargon. For example, if you are an engineering student, you will want to be able to explain your research to the history professor. It’s alright if you don’t have a very specific interest or project, you can still describe the general topics you are thinking about. You could also mention the Stanford faculty you want to work with and their research. This talk will be a good way to begin whenever you are asked about your interests. If you are talking with someone who is more knowledgeable you can then get as specific/detailed as you feel comfortable.

GRAD Day Reception

The ‘elevator speech’ will be most useful to you at the GRAD Diversity Day Reception. At this event you will meet faculty, staff, and current students from all over the campus and all seven Stanford schools (and also other admits and applicants). Our Provost and the Vice Provost for Graduate Education will attend, as will many department chairs and other university administrators. They will be there to talk to *you*. Every reception guest will have a nametag listing their name and position. Make it your goal to meet as many Stanford faculty, staff, and students as possible, let them know who you are and where you are from. Whether you are talking to a graduate student or to the Provost, you will find everyone to be friendly and easy to talk to. And everyone will be excited to talk to you about graduate study and Stanford. We know that you will be tired at the end of a long day, but we encourage you to take full advantage of this opportunity. Please do *not* sit down at a table full of GRAD Diversity Day participants, effectively blocking faculty from engaging you in conversation.

Alcohol

There will be alcohol at the reception and perhaps at other evening events. Our suggestion is that you limit yourself to one alcoholic drink. One key element of graduate visits is impression management, and managing one’s impression gets more difficult with more alcohol!