We look forward to your visit to Stanford for 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. Lupe Carrillo (lupec@stanford.edu)

School of Education – http://ed.stanford.edu Dr. Shu-Ling Chen (shulingchen@stanford.edu) Wesley Horng (wjhorng@stanford.edu) Kim McCabe, (kgmccabe@stanford.edu)

School of Engineering – http://soe.stanford.edu Lourdes Andrade (lourdes.andrade@stanford.edu) Gabriela Velazquez (gvelaz@stanford.edu)

School of Humanities and Sciences – http://diversity-humsci.stanford.edu/

Dr. Joseph Brown (jlbrown@stanford.edu) Dr. 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 FROSCH 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 (check email for details).

Arrivals (SFO)

Claim your luggage on the lower level. You will be provided with information about using Lyft or Uber Business for your ground transportation to the Sheraton Hotel.
DRIVING

For students who are driving, please plan to arrive at the Sheraton Hotel on Thursday after 3 p.m. 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.

GROUND TRANSPORTATION

We will be giving you more information about ground transportation once you have registered. Please do not arrange ground transportation on your own as we will arrange and pay for your ground transport.

GRAD Diversity Day Accommodations

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

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 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 at the Sheraton 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 there 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

Once you have registered for GRAD Day and made your travel arrangements you should contact grad program faculty and to arrange meetings during your visit. You should also contact the graduate student services officer for your graduate program, you should meet with them during your visit and they may be able to assist you with setting up meetings with faculty and current students.

Times designated for meetings with Faculty are from 9 am to Noon and from 1:30 pm to 4 pm on Friday. Here is an email template you could use when contracting faculty:

“Dear Professor ________, I am grateful to have been admitted to your program/to be considered for admission to your program. I will be on campus on Friday, March 13, and would like to meet with you to talk about your research and the graduate program. I am available between 9 am and Noon and between 1:30 pm and 4 pm, can you select a time to meet that would fit your schedule?”

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 https://scholar.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 (also linked to our GRAD Day website). 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!