Executive Round Table Event Instructions:

Sign Up:

- Sign up on the google form and mark your calendar!
- The sign up forms can be found at [http://www.cob.calpoly.edu/directory/executive-residence/](http://www.cob.calpoly.edu/directory/executive-residence/)

  **Please note that there are a limited number of spots available for these Round Table Events. Students will be elected to attend on a first come, first serve basis.**

Confirmation Email:

- After you sign up, will receive a confirmation email with more information, including the room number

Prepare:

- Review the Executive's background
- Familiarize yourself with the company they work for
- Bring a pen/pencil and something to write on
- Brainstorm a few questions you might want to ask the executive

Attire:

- **Business Casual is required** when you attend these events
- No sandals, workout gear, shorts, etc.

Attendance Policy:

***If you sign up for an event and something comes up, prohibiting you from being able to attend, please notify ocobcareers@calpoly.edu no later than 24 hours before the event. This is a highly coveted opportunity and your spot will be given to the next person on the waiting list! Consistent failure to notify us 24 hours in advance may limit your opportunity to attend future roundtable events.***