Executive Round Table Event Instructions:

SIGN UP:

- Sign up for the executive you are interested in by clicking on their name and completing the RSVP form. Make sure to mark your calendar! It is important that you commit to attending if you RSVP.
- There are only 8 – 12 seats available in each roundtable. RSVP forms will shut off automatically once we have reached capacity. If a roundtable is full and you would still like to attend, please reach out to Chelsea Kidwell at clkidwel@calpoly.edu to be put on a waiting list.

CONFIRMATION EMAIL:

- After you sign up, will receive a confirmation email from the Career Readiness Office 8 hours after signing up.

PREPARE:

- Review the Executive’s background using LinkedIn or company websites
- Familiarize yourself with the company they work for
- Bring a pen/pencil and something to write on
- Brainstorm a 3-4 questions you might want to ask the executive

ATTIRE:

- Business Casual is required when you attend these events
- No sandals, workout gear, shorts, etc.
- Nice jeans, polos, skirts, blouses, & button up shirts are all acceptable

ATTENDANCE:

- Dean Dawson is nearly always in attendance at these roundtables and it is a great opportunity for you to get to know him as well as the executive. Make sure you make the right impression and show up on time.
- 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.