

CDO Event Attendance Policy

The purpose of this attendance policy for recruiting events, treks and interviews is to manage employer expectations. It is important that employers know who will be in the room and how many as they may bring several high level company representatives to these events and/or may also include catering for the sessions. **Registered attendee resume books and attendance lists are shared with the employer following the events.**

- Students **must attend all career events they are registered for**, including company info sessions, coffee chats, networking events, treks, interviews, programming, one-on-one advising meetings, and alumni happy hours. Attendance at all events will be recorded at the start of the event and it is the student's responsibility to sign in for the event by scanning the QR Code and receiving a green check mark or connecting with a CDO staff member or CDO Ambassador to confirm attendance. For alumni happy hours, connect with an Alumni Relations staff member.
- Students may cancel their registration for an event (info session, networking events, programming and one-on-one advising) through OWL Careers **up until 9 pm** on the evening **prior to** the event or **two business days** for coffee chats and treks, unless otherwise determined for a specific event. **Interviews must be canceled no later than two business days prior.** All requests for attendance cancellations after that time must be emailed to employerrelations@rice.edu. Students who cancel their registration for an event within the allotted time-frame or otherwise notify the CDO by email prior to the start of the event will not be penalized.
- Missing three events, such as company info sessions, networking events, programming and one-on-one advising meetings without prior cancellation (three "no shows") will result in a temporary suspension of the student's access to OWL Careers. **Missing coffee chats, treks, alumni happy hours or interviews without prior cancellation will result in immediate temporary suspension of the student's access to OWL Careers.** To restore access, the student must email the CDO (employerrelations@rice.edu) with an explanation of what prevented them from attending the event and/or canceling their registration in a timely manner. Access to OWL Careers will be restored **within one business day** of receipt of the explanation email. **Please note lack of access to OWL Careers can lead to missed sign-ups for company events or application deadlines.**
- After the first three no-shows, additional no-shows will result in a required meeting with Jennifer Applebee, Associate Director, Corporate and Employer Relations.

Procedure:

- 1st email: Missed session without notification-reminder of attendance policy and to scan QR code to sign in or connect with a CDO Staff member or CDO Ambassador to confirm attendance
- 2nd email: Missed a couple sessions without notification- next time will lose access to OWL Careers
- 3rd email: Missed 3 sessions without notification-access to OWL Careers is temporarily suspended; please send an email to CDO explaining what prevented you from attending the event and/or canceling registration prior to the even