



**Cisco Day Details**

Cisco Day Agenda		
8am-8:30am	Candidates Arrive and Check-in/Breakfast	
8:30am-9am	Executive Welcome	
9am-9:15am	Transition Time	
9:15am-10am	Interviews	Customer Experience Overview
10am-10:15am	Transition Time	
10:15am-11am	Interviews	Benefits Overview/ERO Overview
11am-11:15am	Transition Time	
11:15am-Noon	Interviews	Early-in-Career Q&A Panel
Noon-12:45pm	Lunch in Café 5	
12:45pm-1pm	Transition Time	
1pm-1:45pm	Customer Experience Overview	Interviews
1:45pm-2pm	Transition Time	
2pm-2:45pm	Benefits Overview/ERO Overview	Interviews
2:45pm-3pm	Transition Time	
3pm-3:45pm	Early-in-Career Q&A Panel	Interviews
3:45pm-4pm	Wrap-up and Survey	
4pm-5pm	Team Leads Debrief	

\*Personalized agendas will be provided upon check-in at Cisco Day

**Travel – Air & Hotel**

- If you are not located within an hour of the RTP area, and will be attending Cisco Day, you will receive a separate email regarding booking your travel once you confirm your registration.
- Cisco will pay for 1 round trip ticket, if airfare is necessary.
- If approved, Cisco will pay for 1 hotel night (prior to the event date), unless a departure flight is not available after the event ends. In that case, Cisco will pay for 2 nights. You would need to arrange and pay for any additional nights.
- Hotels require a credit/debit card upon check in for any incidental charges. We recommend using a credit card because your card is not actually charged as it is with a debit card. If using a debit card, the room charges are taken out of your account upon arrival and then returned to your card, but it may take several business days.

### **Travel Expenses**

- There is an allowance of \$25 per meal for those meals not provided at Cisco Day (breakfast and lunch is provided).
- Airport parking is reimbursable.
- If you are driving to the event, no parking pass is required. There is plenty of parking onsite at Cisco. Gas is not reimbursable, however, mileage can be expensed to/from Cisco (\$.54 per mile).
- **Save your receipts!** Following the event, we will provide an expense form for you to submit your expenses. You must submit your receipts with your expense report. It will be due within 3 business days of the event.

### **Miscellaneous**

- Arrival to Cisco Day is between 8am-8:15am. Departure from Cisco Day is at 4pm.
- Luggage storage is available at Cisco upon arrival at Cisco Day since hotel checkout is at 11am.
- If you are no longer able to attend Cisco Day, please notify your recruiter *immediately*.

We look forward to seeing you soon!