

## INDUSTRY MEETING

The purpose of this **20-point** report is to have students interact with industry professionals in an environment that may lead to employment, a business transaction or an internship or scholarship opportunity. Student may attend any industry event, provided that the event has the advanced approval of the instructor. Events that will not be approved are individual real estate office meetings, one-on-one realty sessions or any event where only one company/firm/real estate entity is involved, as an approved event involves several/many different areas of the real estate industry. See website for event schedules.

Acceptable events include:

GREATER LOS ANGELES BOARD OF REALTORS® LEGISLATIVE DAY  
 HUD CONFERENCE ([www.hud.gov](http://www.hud.gov))  
 CALIFORNIA ASSOCIATION OF REALTORS® TRADE FAIR ([www.car.org](http://www.car.org))  
 NATIONAL ASSOCIATION OF REALTORS® CONVENTION ([www.realtor.com](http://www.realtor.com))  
 SOUTH BAY ASSOCIATION OF REALTORS® TRADE FAIR ([southbayaor.com](http://southbayaor.com))  
 APARTMENT ASSOCIATION:  
   o CALIFORNIA SOUTHERN CITIES, AACSC, TRADE SHOW  
     LONG BEACH ([www.aprt-assoc.com](http://www.aprt-assoc.com))  
   o GREATER LOS ANGELES, AAGLA, TRADE SHOW ([www.aagla.org](http://www.aagla.org))  
   o APARTMENT OWNERS ASSOCIATION, AOA ([www.aoausa.com](http://www.aoausa.com))  
 ESCROW ASSOCIATION MEETING ([www.laeaescrow.org](http://www.laeaescrow.org))  
 MORTGAGE LOAN BROKERAGE ASSOCIATION (MBA) MEETING ([www.caamb.org](http://www.caamb.org))  
 APPRAISAL ASSOCIATION MEETING ([www.orea.ca.gov](http://www.orea.ca.gov))  
 REAL ESTATE EDUCATOR'S CONFERENCE ([www.creea.org](http://www.creea.org))

Students should plan to attend a talk or seminar as part of the event. Your written report is to be confined to **one page**. The top of the page should contain the items in section I, The Cover Sheet. The second paragraph will contain the items described in section II and are just the Facts: what, when where. The third paragraph of the report, section III, is your Personal Opinion of what you got out of attending the event. Section IV of the report must contain Attachments to verify your attendance.

You should attend a talk or seminar as part of the event whenever possible. One-on-one discussions at the conference or meeting with an industry professional should be described. Your keyboarded report is to be confined to a one page summary, double-spaced, and include the following items in sections as below:

## Section I. Cover Sheet:

1. Your full name and student 10 number
1. Your mailing address, including zip code
2. Your telephone number, including area code
3. Your email address
4. List any/all real estate classes for this quarter/semester for which you would like credit, with instructor's name. Include each course name, section number, day the class meets/or/online, and the year.

## Section II. Facts:

1. What: Title of Seminar/Event name.
1. When: Date of attendance
2. Where: Location of the event
3. Why: Purpose of the event
4. List names, title & affiliation of persons attending who gave you information or with whom you spoke. Attach a business card on the back of the cover sheet.

III. Your Personal Opinion:

1. The name of the speaker, the subject of the talk, and a summary of the lecture.
2. Discussion of how the speaker's information could be effectively used in business.
3. Explain what you personally took away from the event.

IV. Attachments:

1. Attach a program, bulletin, agenda or some materials showing proof of your attendance.
2. You must attach the "name tag" or conference registration form receipt, or some proof that you attended.
3. Give a written list of your attachments in the order they are attached.