



northernvalleycareer

E X P O

School Attendance Guide

Wednesday, October 23, 2024

Alerus Center, 1200 S 42nd St, Grand Forks, ND 58201

On behalf of the NVCE Planning Committee, thank you for taking the time out of your schedules to bring your students to this amazing event! We're looking forward to greeting you and your students at the expo.

This guide was created to help prepare you and your students for what to expect, how to navigate, and set everyone up for success to have a positive experience!



Key Dates

10/9

Student Schedules Sent

For the students that registered by the priority deadline, the primary school contact should receive student schedules via email.

If you did not receive the email, please check with other school contacts to see if they received it, and/or check your junk/spam folder.

10/16

Final Day for Student Registrations

10/18

Late Registrations Emailed to School Primary Contact

Day of Expo Timeline

Wednesday, October 23 | Morning

9:20 am

Morning Groups Start

1/2 in sessions | 1/2 on expo floor

9:45 am

Breakout Session A-A Ends

Expo floor continue exploring

9:50 am

Breakout Session A-B Starts

1/2 in sessions | 1/2 on expo floor

10:15 am

Sessions & Expo Floor End

Switch, Floor -> Sessions, Sessions -> Floor

10:25 am

2nd 1/2 of Morning Groups Start

1/2 in sessions | 1/2 on expo floor

10:50 am

Breakout Session B-A Ends

Expo floor continue exploring

10:55 am

Breakout Session B-B Starts

1/2 in sessions | 1/2 on expo floor

11:20 am

Morning Sessions Conclude

Gather students and depart

Wednesday, October 23 | Afternoon

12:15 pm

Afternoon Groups Start

1/2 in sessions | 1/2 on expo floor

12:40 pm

Breakout Session C-A Ends

Expo floor continue exploring

12:45 pm

Breakout Session C-B Starts

1/2 in sessions | 1/2 on expo floor

1:10 pm

Sessions & Expo Floor End

Switch, Floor -> Sessions, Sessions -> Floor

1:20 pm

2nd 1/2 of Afternoon Groups Start

1/2 in sessions | 1/2 on expo floor

1:45 pm

Breakout Session D-A Ends

Expo floor continue exploring

1:50 pm

Breakout Session D-B Starts

1/2 in sessions | 1/2 on expo floor

2:15 pm

Afternoon Sessions Conclude

Gather students and depart

Watch Expo Video

BEFORE THE EXPO

If you have not yet shown the expo video to your students, we would encourage you to show it to them!

The video provides a great overview of what to expect, and what the expo looks like.



Review Student Schedule

BEFORE THE EXPO

Review schedule with students.

Print off the student schedules.

Distribute schedules on the bus or right before leaving to avoid losing.

The primary contact that registered for each school should have received an auto-generated email with a pdf document containing 1 page for each student registered with their schedule on Wednesday, October 9, 2024 for those registered by the priority deadline.

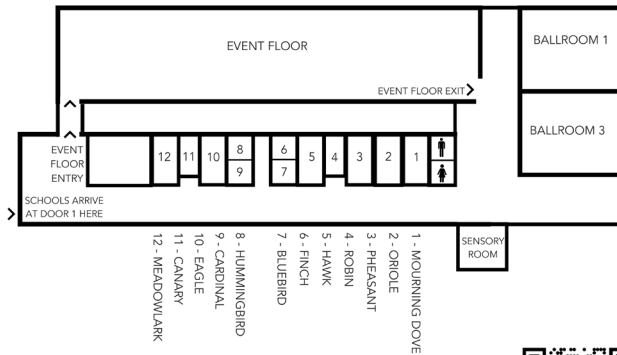
Maliskey, Mark
Memphis High School

2024 MOCK SCHEDULE

Northern Valley Career Expo Schedule

Time	Session	Room
9:20 - 9:45 AM	Cosmetology / Esthetician	5 Hawk
9:50 - 10:15 AM	Fast Track Health Careers (Non-4-Year Options)	5 Hawk
10:25 - 11:20 AM	Floor	Floor

Alerus Center Map



WELCOME

Follow this schedule and map.

Open expo bag & find:

- POSTCARD GAME
 - Ask good questions = get a sticker
 - Fill stickers = turn in for prize drawing
 - Turn in when exiting floor
 - Prize = \$100 gift card
- STUDENT HANDOUT
 - Suggested questions to ask for stamps
 - Companies attending the expo
 - Expo overview & what to expect

Complete survey after expo = enter drawing for \$100 gift card
Scan code or www.NorthernValleyCareers.com

Need Assistance?

Look for people wearing shirts with this logo:



Way-finding Signage

BEFORE THE EXPO



LOOK UP FOR SIGNS

When looking for their assigned sessions in the breakout rooms, encourage students to LOOK UP to find the room names!



SIGNS OUTSIDE ROOMS

Posted outside of each room will be a sign with the title of the session corresponding to each session. If students are unsure if they're in the right place, have them look there.



Student Handout

BEFORE THE EXPO

AVAILABLE IN EXPO BAG

When students enter the expo floor, they will receive an expo bag. That bag will contain a handout, interactive game, and candy. The bags are also the indicator for if students have been on the expo floor yet.

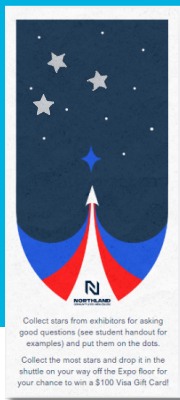
1. ASK QUESTIONS AT BOOTHS

Get out there and learn today! Come up with your own questions to ask about your future career path. If you're stuck, try some of these:

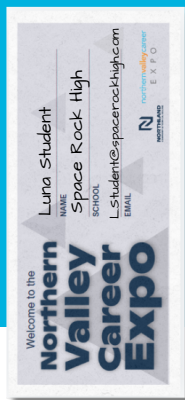
- I want to be a _____. Do you have a career for me at your company?
- What kind of training or education do I need?
- What should I do now as a student to prepare myself for this career?
- Do you offer tours or job shadowing?
- Tell me about what it is like working for your company.
- What is a typical day like in your career field?
- What is your company's average salary? What other perks do your employees have?
- What's the best thing about living in this region?



FRONT



BACK



2. EARN STICKERS

Every exhibitor has a collection of star stickers. If they think you're doing a good job of asking relevant questions, you may earn a sticker on your postcard.



3. DROP YOUR CARD IN THE SPACESHIP WINDOW ON YOUR WAY OUT

As you leave the expo floor, you'll find a spaceship. Be sure to write your name and info on your postcard and drop it into the window before you leave. Four winners will be chosen to win a \$100 gift card after the event.



4. TAKE THE SURVEY FOR AN EXTRA CHANCE

We want to know what you think! On your way home, go to **northernvalleycareers.com** or scan the QR code below to take the student survey, giving you an extra chance at \$100.



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 E X P O

SPONSORS & EXHIBITORS

MARQUEE

Northland Community & Technical College

PLATINUM

Altru Health System +
 Lake Region State College
 Minnesota State Community and Technical College
 RDO Equipment & Truck Center +
 Sanford Health +
 Titan Machinery +
 True North Equipment +
 United Postal Service
 University of North Dakota

GOLD

Acme Tools +
 Butler Machinery Company +
 Minnkota Power Cooperative
 North Dakota State College of Science +
 University of Minnesota Crookston
 Xcel Energy

SILVER

American Crystal Sugar Company +
 Bismarck State College +
 Cirrus Aircraft
 Forks Lath and Plaster, Inc. +
 Lunseth Plumbing and Heating Co. +
 Marvin Windows and Doors +
 Mayville State University +
 Strata Corporation

BRONZE

Advanced Drainage Systems
 City of Grand Forks +
 CPS, Ltd.
 Grand Forks Region EDC
 JLG Architects
 Leading Edge Equipment
 Lynnes Welding Training +
 North Central International
 Northrop Grumman +
 Polar Communications
 Retrax
 UND School of Medicine & Health Sciences
 Widseth

EXHIBITOR

AE2S
 Alerus Financial
 Alerus Center
 All Embracing Home Care +
 Associated Builders & Contractors +
 Bergstrom Electric +
 Black Gold Farms
 Border States +
 Canad Inns Destination Centre
 Central Boiler Inc. Altoz Inc.
 Woodmaster Inc.
 Central Lakes College
 City of East Grand Forks Water & Light
 Construction Engineers, Inc. +
 Custom Aire +
 Dakotas Electrical Apprenticeship
 Development Homes

EXHIBITOR

First Care Health Center
 Gate City Bank +
 General Equipment and Supplies
 ICS, Inc.
 Job Corps
 Job Service North Dakota +
 Machinewell, Inc.
 Minnesota State Patrol
 New Flyer
 North Dakota CPA Society
 North Dakota Highway Patrol
 North Dakota State University School of Pharmacy +
 Northern Plains Rail Companies
 Northern Plains UAS Test Site
 Opp Construction +
 Pembina County Memorial Hospital
 RiverView Health
 RJ Zavoral & Sons Inc.
 Rydell Auto Center +
 Steffes Co. +
 Swanston Equipment +
 Unity Medical Center +
 Valley Senior Living
 Wayne's Heating and Cooling
 Wood Products, Inc./American Woods

WORK-BASED LEARNING

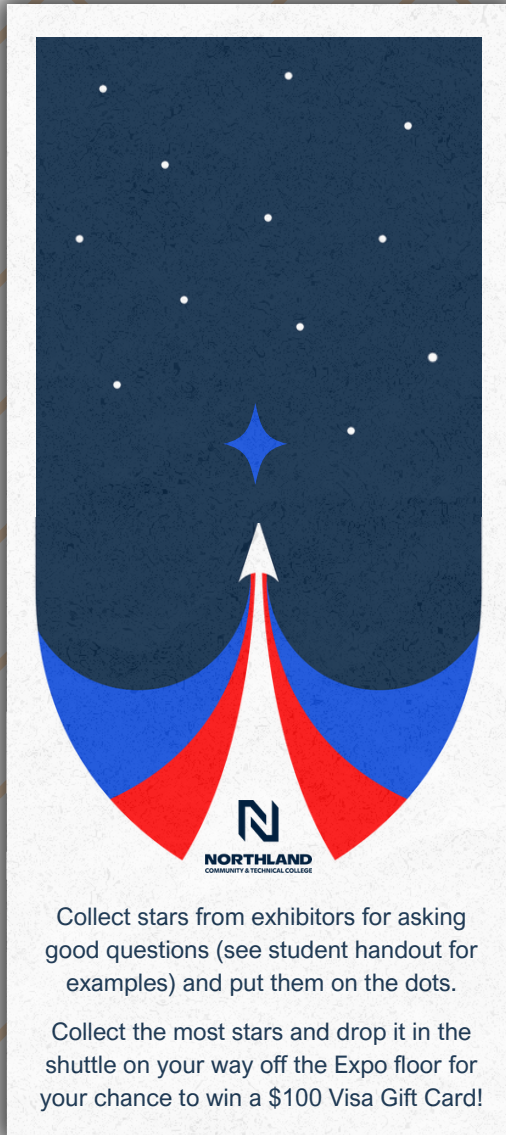
Where you see a + denotes a company that offers a high school work-based learning opportunities and career resources registered through RUReadyND. Log in to your school's career portal to see what kind of things are available for you!

Interactive Activity

BEFORE THE EXPO

AVAILABLE IN EXPO BAG

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COLLECT STICKERS

The student with the most stamps filled in can turn in their postcard at the end of their expo floor time for a chance to **win a \$100 Visa gift card!**

ASK QUESTIONS

Company representatives/exhibitors on the expo floor have ink stamps that they can stamp a student's postcard with if they ask good questions/positively participate!

Where To Go & Check In

WHEN YOU ARRIVE & LEAVE

ENTER THROUGH DOOR 1

- Please enter the Alerus Center through door 1, located at the far south east side of the building.

CHECK-IN & PROVIDE STUDENT

- Check in with the expo volunteers and provide them with the total number of students you brought with you to the expo.

WAIT TO CHECK IN 15 MINS PRIOR

- If you arrive more than 15 minutes early to the expo, please wait on the bus to allow event staff adequate amount of time to set up or eat lunch.

NO OUTSIDE FOOD OR DRINKS

- Thank you for leaving outside food and drinks on the bus, as they're not allowed in the Alerus Center.



Enter Here
DOOR 1

MAKE A MEET UP PLAN FOR EXIT

Communicate to your students where to meet at the completion of the expo.

RECOMMENDED MEETING LOCATION

Outlined in red on the map above is the recommended meet-up location for students and transportation after the conclusion of the expo.

Complete The Survey

AFTER THE EXPO

Once your school has attended the expo and you're on the way back to the school, it is a perfect time to complete the student and school contact survey!

The survey links will also be put on the main page of NorthernValleyCareers.com during the expo.

QUESTIONS?



For questions, contact
Mark Maliskey

markm@grandforks.org

701-738-0238

STUDENT SURVEY

WIN \$100 VISA GIFT CARD

Students who participate in the survey are entered into a drawing for a \$100 Visa gift card!



SCHOOL CONTACT SURVEY

Survey data is utilized to:

- Make event improvements for future events
- Communicate effectiveness of the event to area businesses, leaders, and stakeholders