

School Attendance Guide

Wednesday, October 25, 2023

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

10/11

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.

10/18

Final Day for Student Registrations

10/20

Late Registrations Emailed to School Primary Contact

Day of Expo Timeline

Wednesday, October 25 | 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 25 | 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 11, 2023 for those registered by the priority deadline.

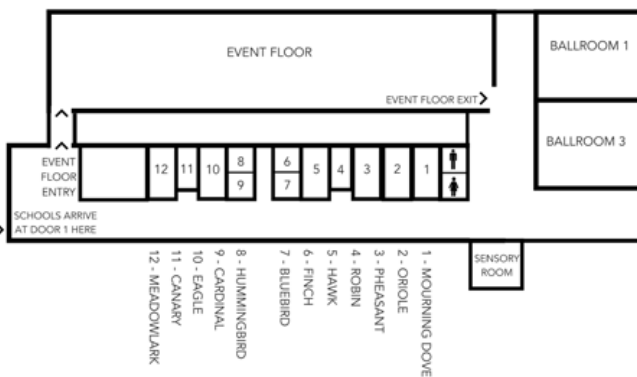
Mark Maliskey
 Memphis High School

MOCK SCHEDULE

Northern Valley Career Expo Schedule

Time	Session	Room
12:15 -12:40 PM	Pre-Health Sciences Careers (Physician, Dentist, Veterinarian, Optometrist, Chiropractor)	Ballroom 2
12:45 - 1:10 PM	Fisheries & Wildlife (Natural Resource Management)	12 Meadowlark
1:20 - 1:45 PM	Floor	Floor
1:50 - 2:15 PM	Floor	Floor

Alerus Center Map



WELCOME

Follow this schedule and map.

Open expo bag & find:

- POSTCARD GAME
 - Ask good questions = get a stamp
 - Fill all stamps = 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 = Enter Drawing for \$100 Gift Card
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.



AVAILABLE IN EXPO BAG

At the beginning of their first session or when they enter the expo floor, students will receive an expo bag. That bag will contain a handout, postcard game, and candy.

WIN \$100 AT TODAY'S EXPO. HERE'S HOW:

1. ASK QUESTIONS AT BOOTHS

Get out there and learn today! Come up with your own questions to ask about your future career paths. If you're stuck, you can ask 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's 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?



POSTCARD FRONT



POSTCARD BACK



2. EARN POSTCARD STAMPS

Every exhibitor has a stamp and if they think you're doing a good job of asking relevant questions, you may earn a stamp on your postcard.

3. DROP YOUR CARD IN THE USPS MAILBOX ON YOUR WAY OUT THE DOOR

As you're leaving the Expo floor, you'll find a blue USPS mailbox. Be sure to drop your card in the slot before you leave! Four winners will be chosen to win a \$100 Visa gift card.



4. TAKE THE SURVEY FOR AN EXTRA CHANCE

We want to know what you think! On your bus ride on the way home, go to Northernvalleycareers.com to take the student survey. This gives you an extra chance to win.

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northernvalleycareer
 E X P O

SPONSORS & EXHIBITORS

MARQUEE

USPS

PLATINUM

Altru Health System 
 Lake Region State College
 Minnesota State Community and
 Technical College
 Northland Community and
 Technical College
 RDO Equipment 
 RDO Truck Center 
 Sanford Health 
 Titan Machinery 
 True North Equipment
 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 Foundation

SILVER

City of Grand Forks
 Leading Edge Equipment 
 Lunseth Plumbing and Heating 
 Marvin
 Mayville State University
 Strata Corporation

BRONZE

Advanced Drainage Systems
 American Crystal Sugar Company
 Carpenter & Millwright Local 1176
 CPS, Ltd.
 Forks Lath and Plaster, Inc
 Grand Forks Region EDC
 Ideal Aerosmith
 JLG Architects
 North Dakota Space Grant
 Consortium
 Northrop Grumman 
 Northern Plains Rail Company
 Opp Construction
 PCL/Community Contractors
 R.J. Zavoral and Sons, Inc.
 Retrax
 UND School of Medicine & Health
 Sciences
 Widseth


EXHIBITOR

AE2S
 Alerus Financial
 Alerus Center
 All Embracing Home Care
 Alluma
 Associated Builders & Contractors
 Bergstrom Electric
 Black Gold Farms
 BNSF Railway
 Border States
 Central Boiler Inc. Altoz Inc.
 Woodmaster Inc.
 Central Lakes College
 Circle of Friends Animal Shelter
 Cirrus Aircraft
 City of East Grand Forks
 Construction Engineers, Inc. 
 Custom Aire

EXHIBITOR

Dakotas Electrical Apprenticeship
 Degelman Industries USA Ltd.
 Development Homes, Inc.
 Errico Manufacturing
 First Care Health Center
 Gate City Bank
 General Atomics
 Grand Forks Army Recruiting
 Hood Packaging Corporation
 ICS, Inc.
 Job Corps
 Job Service North Dakota
 Josef's School of Hair, Skin, & Body
 KLG Engineering
 Meridian Behavior Health
 Minnesota Army National Guard
 North Dakota CPA Society
 North Dakota Highway Patrol
 North Dakota State University
 School of Pharmacy
 Northdale Oil
 Northern Plains UAS Test Site
 Rydell Auto Center
 Steffes Co.
 Unity Medical Center
 United States Air Force
 Valley Senior Living

WORK-BASED LEARNING

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

Postcard Game

BEFORE THE EXPO

AVAILABLE IN EXPO BAG

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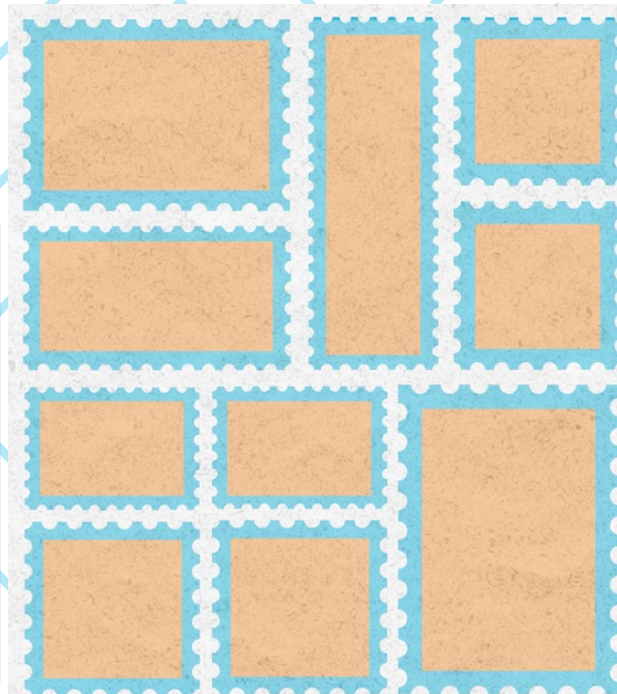
COLLECT STAMPS

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!



POST OFFICE
 BOJER, NJ

Name

School

Email

Collect stamps from exhibitors for asking good questions. Collect the most stamps and you might just win a prize!

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.



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

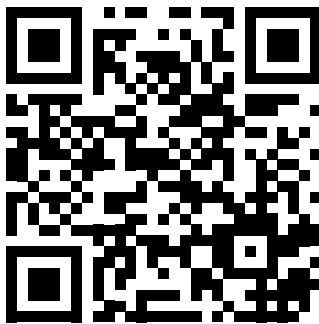
Once your school has attended the expo and you're on the way back to the school, it is a perfect time to complete the student and school contact survey!

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

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



QUESTIONS?



For questions, please contact
Mark Maliskey

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701-738-0238