MiCareerQuest™

April 21, 2021 | Virtual

EXHIBITOR CHECKLIST & TIMELINE

JANUARY

ATTEND PLANNING MEETINGS
January - April

- ☐ Submit Exhibitor Intent Form to WMW! industry council lead. Access the form online at http://bit.ly/MiCQ2021Commitment.
- ☐ Attend industry planning meetings January - April. Access the meeting schedules at https://www.micareerquest.org/employers.

- ☐ Begin planning and designing exhibit. Use these documents to help plan your exhibit contents:
  MiCQ 2021 Booth Contents
  MiCQ 2021 Interactive Examples

FEBRUARY

REGISTRATION PERIOD
February 1 - March 19

Register your exhibit. You will need:

- ☐ Exhibit name
- ☐ Exhibit description
- ☐ Name of Company(ies) and/or Sponsoring Educator(s)
- ☐ Logo for each participating organization
- ☐ Name and Contact Info for:
  - ☐ Exhibit liason (single point of contact for the exhibit)
  - ☐ Exhibit assistants (any staff person that will be assisting with the booth during any portion of the event (ex: helping with group chat responses).
- ☐ Content links and documents
  - ☐ Interactive video links (at least one video is required)
    - ☐ Pre-recorded - must be a YouTube link
    - ☐ Livestream - your industry council lead will provide you a link to livestream feed if requested.
  - ☐ Documents related to career exploration for each of the occupations being highlighted at the booth.
  - ☐ Links to other learning materials or activities related to the occupation(s) highlighted at the booth.

MARCH

- ☐ Submit Virtual Career Card contents and complete the Virtual Career Card Information Sheet via Basecamp by March 19. Use the guidelines included in the MiCQ 2021 Virtual Career Cards document.

APRIL

- ☐ Attend practice sessions for your industry:
  Advanced Manufacturing: Thursday, April 15, 8 - 9:30 a.m.
  Agribusiness: Tuesday, April 13, 10 - 11 a.m.
  Construction: Tuesday, April 13, 8 - 9:30 a.m.
  Health Sciences AND IT: Wednesday, April 14, 10 - 11:30 a.m.

MICQ 2021 - APRIL 21, 2021
9 a.m. - 2 p.m.

- ☐ Connect with students, share your experience and have fun at MiCareerquest 2021!

West MICHIGAN WORKS!

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