



# School Registration

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- Registration form for student groups

**Tuesday,  
March 13, 2018**

9:00 AM - 1:30 PM  
Oregon Convention Center  
Portland, Oregon

Visit our website for more resources such as:  
the current list of exhibitors, student prep videos,  
career sector spotlights, and more!

[www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo)



NORTHWEST  
**YOUTH  
CAREERS  
EXPO**

# Tuesday, March 13, 2018

9 AM - 1:30 PM  
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## What is the Expo?

The NW Youth Careers Expo is an opportunity for high school students (9th-12th grade) to explore careers in a wide variety of fields and to learn about the skills and education needed to succeed in the workplace. More information about the Careers Expo is located on the PWA Website: [www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo)

## Registration

If you are taking a group of students, **you may register online**. Those who prefer printable forms may complete the attached registration form and email to: Stephanie Kennedy, Event Manager, 503-626-8197; [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org). Registration deadline is March 2, 2018. **Register early! Due to high demand, space can fill up several months prior to the event.**

## Expo Schedule

School groups should plan on attending the Expo for 1 ½ - 2 hours. Arrival times will be scheduled at staggered times due to the volume of students attending the Expo. This allows for more interaction between students and employers. Please rank your preference times on the group registration form. A confirmation arrival time will be emailed to you.

## Preparing Students for the Expo

You will receive an “early edition” NW Youth Careers Expo Teacher Packet with your registration confirmation. The packet will give more detail about the Expo, how to prepare your students and suggested activities, including visiting employers’ **exhibitor booths** in different career areas, participating in **mock interviews** and attending a **career workshop** on topics such as landing a summer job, acing a job interview or finding hidden, high-paying jobs.

## Transportation/Substitute Teacher Costs

Schools are responsible for transportation and any substitute teacher costs. We encourage Portland-area high schools to consider public transit, as the Oregon Convention Center is located on both the Max and bus lines.

## Special Accommodations

If a student needs special accommodations, please note this on the registration form. The Expo staff needs to know in advance if special accommodations are needed.

The PWA website has additional resources geared to both students and teachers. The website is regularly updated with new information about employers and Expo features: [www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo)

## Individual Student Registration

Students can attend the Careers Expo on their own: See the [PWA website](http://www.portlandworkforcealliance.org/expo) for the individual registration form. They also need to contact their school regarding any forms required by their school (i.e. pre-arranged absence form, etc.).





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## Group Student Registration

### Directions for School Contact/Teacher:

1. Complete the registration form below.
2. Email form by **March 2, 2018** to: Stephanie Kennedy, [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org).  
Note: **Register early! Due to high demand, space can fill up several months prior to the event.**
3. We are staggering the bus arrivals to give more quality time between students and employers. Below please rank the times from 1-3 (1 being first choice of arrival)

### PLEASE PRINT CLEARLY

School name:	School phone number:
School contact/teacher name:	School contact/teacher phone number:
School contact/teacher email:	
Total number of students attending the Expo:	Will your students be required to attend the mock interviews? YES _____ NO _____
Number of students from each grade: 9 _____ 10 _____ 11 _____ 12 _____	If yes, how many students will go through the mock interviews? 9 _____ 10 _____ 11 _____ 12 _____
Preferred time for bus arrival. Please rank the times from 1-3 (1 being first choice of arrival): 9:00 AM ____ 9:30 AM ____ 10:00 AM ____ 10:30 AM ____ 11:00 AM ____ 11:30 AM ____ 12:00 PM ____	

A confirmation email will be sent within two weeks after receiving your registration.

If you do not receive a confirmation or have further questions, please contact Stephanie Kennedy at [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org) or 503.626.8197.