



What is an Expo Booth Talk/ Live Meeting?

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What is a Booth Talk?

A Booth Talk is a short session that you host in your booth, using your own Zoom link. You can do one or several each day. A Booth Talk may also be referred to as a live meeting. These meetings are optional for exhibitors and in addition to the Chat feature in each booth.

How do I get my Booth Career Talk in the Expo Resource Guide (event schedule)?

1. Please see [this link](#) for a schedule, review the guidelines and pick a time that works for you
2. Email us your preferred dates and times at expo@portlandworkforcealliance.org.
 - a. **Topics and times shared by Monday, Feb. 14, will be included in the Early Edition Expo Resource Guide.**
 - b. This is what educators and students use for planning!
 - c. Topics/times shared by Friday, March 4, can be included in the Final Edition.

Guidelines

This advice is for exhibitors who wish to host live meetings in their booths during the NW Youth Careers Expo on March 15 & 16, 2022.

- **Decide on the time for your meeting:**
 - The times listed in the [schedule](#) are well-aligned with class periods (avoiding passing times) at many participating schools.
 - Aim for short and sweet! All talks will be advertised at "about 25 min" unless you tell us otherwise.
 - Students are more likely to go to a short talk or demo with Q&A.
- **Decide on the content.** Some options might include, but are not limited to:
 - *Tours of facilities, offices or worksites*
 - *Moderated panel discussions, Q&As on working in a specific industry*
 - *Demonstrations of skills or tools*
- **Set up your meeting.** We strongly suggest using [Zoom](#), as students are most familiar with this platform and allows students to launch the platform from a browser.
 - Check out our [Zoom Tips on the resource page](#)
- **Share your meeting within your booth.** Use the "Content Links" in the Booth Setup to create a link to your meeting invite right from your booth. Also, add the times and content in the "Booth Description" so students can see what you plan to offer and when.
 - For example: *March 16, 2-2:30 PM – Join us for a live chat and demonstration of welding tools and tips to get started in a career in manufacturing!*