Guidelines for Career Conference Workshop

Thank you for participating in the Career Conference! Our students are excited to meet you and hear your wonderful tips and advice. In order to provide the students with the most out of the session, we ask that you consider the guidelines below as you prepare your workshop.

- Each session is 45 minutes long, plan accordingly.
  - See below for a sample of how you can break down your presentation (Not required to follow, but can use as a guide if needed)
    - Introduction (5 Minutes)
    - Presentation/Talk (5-10 minutes)
    - Activity (15-20 minute activity)
    - Q & A (10 minutes)
    - Conclusion (5 minutes)
- We encourage an interactive presentation versus talking to the students for the entire time.
  - Engagement is Key! Students enjoy discussion and/or an activity to help them apply what is learned.
- A PowerPoint, Prezi, or other presentation tools are great for visuals, but not necessary.
- Use examples from your work environment if applicable.
- It is ok to promote your company throughout the presentation; however we ask that you keep in mind that not all students in attendance will have a strong interest in your company, but may have a strong interest in the topic.
- Have some key takeaways for your presentation (e.g., networking; provided tips on where to network).
- Keep track of the time. You don’t want to run out of time before you finish your key points.
- Leave time for Q & A, chances are that the students will have many questions.

Enjoy interacting with our students!