



Know Before You Go

October 24, 2022

SHPE Staff Onsite

SHPE staff will be onsite and ready to make sure you have an amazing experience. Please note they will be wearing Black Polos on Wed and Thur, Grey Sweaters on Fri, and Business Professional on Sat. They will also have a ribbon that says staff on their name badges.

Say Hi!! We love meeting our members!



Others onsite who you can meet

Don't forget our Board of Directors and Regional leaders will also be onsite.

- Engage with them when you can. They also love the chance to get to know you.

Committee members are volunteers and available to support you as well. Thank them and appreciate them. They have worked hard all year with the staff to put on this amazing event!



What Can I Prepare Before I Arrive?

Pre-Event

- Verify your resume is uploaded to the Online Career Center
- Did you register with your promo code for those with bulk registrations?
- Check in with your Chapter for last minute instructions (Dress codes, group meet ups, etc.)
- Verify what hotel you are staying at and how you are getting from the airport to the hotel (Lyft, Uber, did I download the apps?)
- Did you let your professors know you would be at a conference and not in class?
- Download the Convention mobile app
- Research workshops and companies on the website



Traveling to Convention and Arrival

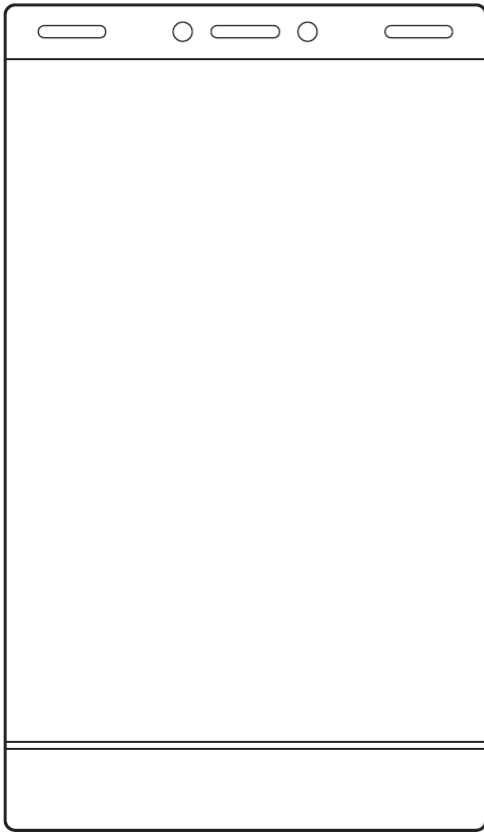
Arrival Day

- Use your Lyft or Uber to transfer from airport to Hotel
- Registration opens at 12noon Eastern on Wed Nov 2. Be prepared for a line!
- Students are split into two groups for early access by their lanyard color. You get your lanyard when you check in onsite at registration
- Yellow is Undergrad early access on Fri; Green is Undergrad early access on Sat
- Professionals and Graduates can enter the career on both days at any time it is open
- Bring your confirmation email print out to scan for quick self serve check in – Name Badge and Tickets will print for you at that time
- Pick up your Convention bag and move quickly out of the way
- Enjoy Convention!



SHPE Convention Information

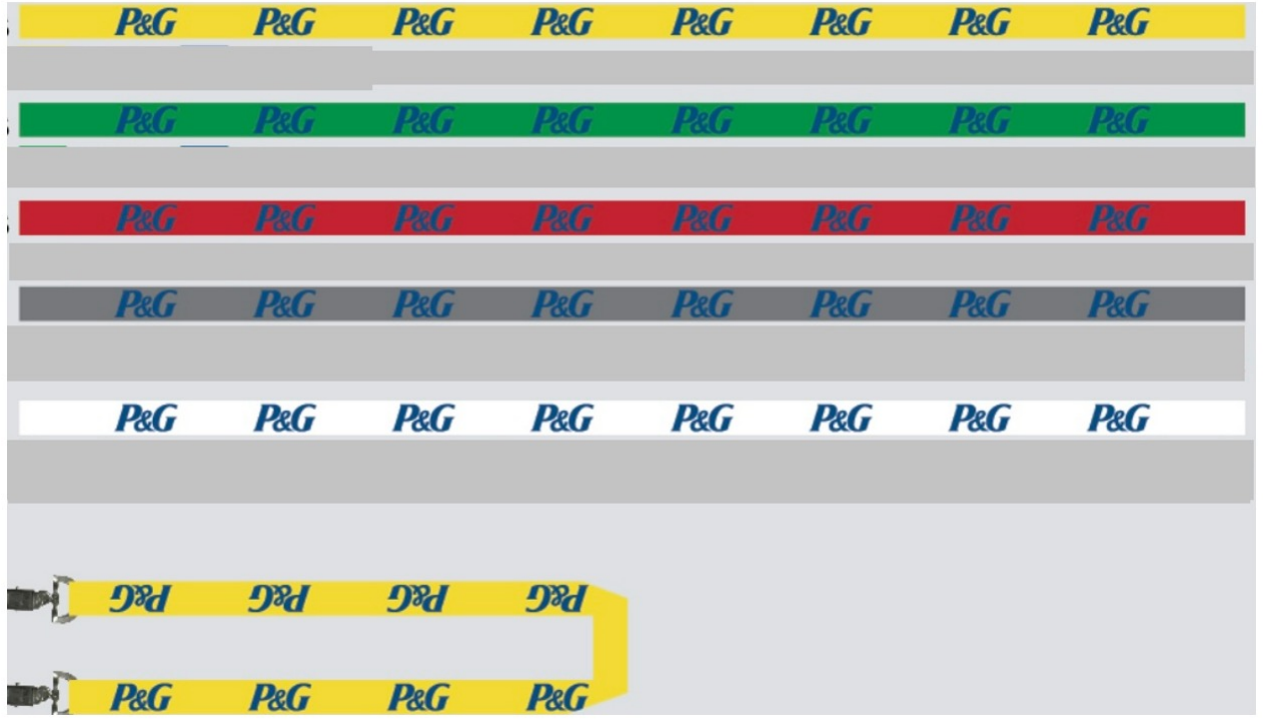
Badge holders look like this:



This bar will be various colors to match their category.



Lanyard colors:



What to do onsite

During Event

- We have workshops all days of convention with amazing speakers. Make sure to go to as many as you can – Did you know you can create a schedule now on the website?
- Fearless Series – Special t-shirt to the first 50 who attend each session *one per person
- Meet and Greet STAR Award winners – get to know the winners for this year’s awardees
- Opening Ceremony and National Meeting – there will be prizes!! But you must be present to win.
- Hospitality Suites Wed and Thur – there will be lines; please respect the security volunteers and staff
- Ticketed Events and Standby lines for meal events
- Wear your lanyard and badge at all times



What to do onsite

During Event

- Complimentary Coat check onsite will have limited space
- Interview hall – This is for Pre-Scheduled interviews only; Note some companies will be at the Westin Grand Ballroom
- Study hall – Group and quiet areas available onsite in the convention center
- Refresh and Recharge/Pit Stops – water coolers/snacks/charging stations
- Note locations – East vs West vs ballrooms, Westin Hotel, Hilton Hotel
- Regional Meet Ups on Fri
- Meet new people to widen your network



Inclusive Behaviors

Inclusion is one of SHPE's Values – we call it Familia! By practicing these inclusive behaviors, we each have the power to create welcoming spaces where every individual can belong, feel safe, be seen, feel valued, and thrive. ¡Somos familia! We are SHPE!

- ✓ Be Authentic Fully present your authentic self to others. It encourages them to be authentic too. That's how we connect.
- ✓ Be Brave Confront the hard questions and lean into discomfort. Speak up when you witness incivility.
- ✓ Be a Listener Practice active listening. Ask questions. Stay curious. Seek to understand. Through listening we give a voice to others and become a better ally.



Inclusive Behaviors

- ✓ Be Open Minded Check your assumptions. Consider other perspectives. Address misunderstandings. Give grace. Be willing to challenge yourself and others.
- ✓ Be Supportive We're in this together. Honor identities and experiences. Amplify those in your company. Work for the common good.
- ✓ Be Trustworthy Maintain confidentiality. Do what you say you will do. Offer psychological safety.
- ✓ Be Welcoming Say hello to everyone, friend and stranger alike. Make introductions. Be a connector and build the network.



SHPE Code of Conduct

Reminder to review the SHPE Code of Conduct. You are representing SHPE onsite and need to follow this as well as if you observe someone not following it, alert OnSite Support team (Security on their sleeve or a flashing lanyard is a volunteer who can assist you)

Dress to impress – you never know who you will cross paths with

Be on time to your scheduled events or interviews

Be positive and engaging

Safety first. Don't forget see something, say something.



SHPE Tips and Tricks

Stay hydrated. Water coolers will be available for you.

Don't forget to eat. There are concession stands and food trucks available as well as some places close to the Convention center

Be mindful when you are walking to and from the center – try to walk in pairs or groups. Contact us if we can get you an escorted walk to your hotel if alone. (682-681-2926)

Always have your badge on you for security purposes or you will get stopped.

Phone and laptop chargers with you.

Comfortable shoes! Lots of walking that week

Sleep when you can. It's a marathon, not a sprint!

Save room for goodies (from career floor and other events)



General Information

SHPE Mobile App (agenda, maps, information)

SHPE Central Booth – Chapter chats, Regional leaders, Scholarships, and more!

Communication onsite – OnCall phone (682-681-2926) Available Wed Nov 2 – Sun Nov 6 - 24/7 for assistance

Mercado – new items available! cash and cards accepted this year

Weather prep – it is fall so be prepared for rain or cooler weather

COVID protocols – masks are encouraged and we will have sanitation stations available in the center



Packing List

Comfortable shoes for walking, dress up night, business professional daytime

Toiletries

Pajamas

Sweater for inside

Coat for outside

Mask that you are comfortable wearing

Business professional outfit for interviews and career fair

Dressy outfit to wear to the STAR Awards Gala on Fri night

Comfortable Cocktail attire for the closing celebration

Laptop

Lifetime member pin (if you are one)

Backpack or messenger bag to carry things back and forth

Cell phone and charger



Safety Plan

If we have to evacuate the building (alarms sounding in the building):

- Step 1 – make your way immediately to the outside of the center and look to the lead in your room to guide you quickly but safely
- Step 2 – Keep calm and walk to your nearest exit
- Step 3 – Nicole and building will assess and then alert when we can re-enter
- Step 4 – Re-enter building safely and orderly



Safety Plan

If you have a medical emergency:

- Alert EMT onsite (they are by the Richardson medical room and onsite all open hours)
- If you can't get to the EMT, the committee and volunteers will call for you
- Keep people clear so emergency services can locate the person needing assistance and get them help quickly
- Stay calm and know help is on the way to support you



Please email us if you need anything!

Events@shpe.org



#SHPE2022