

COLLEGE COORDINATOR GUIDE

2025 BEYA STEM DTX Conference
February 13-15, 2025

Baltimore Convention Center and BEYA 365 Platform
Baltimore, MD



The first step towards getting your students in front of employers

Invest in Your Students' Future

Career Communications Group College Program features:

- ▶ **The CCG Leadership Training Program**
- ▶ **CCG JobMatch Program**
- ▶ **CCG JobMatch Certification Program**



CCG e-Learning

ABOUT THE CAREER COMMUNICATIONS GROUP COLLEGE STUDENT PROGRAM

The Career Communications Group (CCG) College Program for STEM Students gives students a competitive edge in the workforce. It includes the CCG Leadership Training Program, offering pre-professional development and certification sessions to groom students for workplace challenges. The conference provides a forum for high-achieving STEM students to learn, interact, and build professional networks with industry leaders.

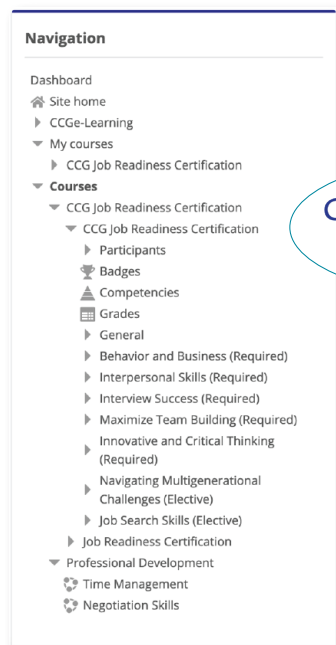
The Jobs Certification Program, part of the college program, offers 18 hours of essential skills training for students transitioning to the workplace. The program is now online, allowing students to receive certification before the conference and become eligible for scheduled interviews with participating employers.

The Jobs Certification Program focuses on in-depth and interactive soft-skills workshops, covering topics like interpersonal skills, critical thinking, interview skills, business etiquette, and team building. Students receive a certificate of completion, valuable for their resumes and LinkedIn profiles. Employers at the conference recognize this certification, fast-tracking students for virtual or in-person interviews.

Online courses are available to all students at our website.

<https://www.ccglearning.com/>

Each student is required to create an account to access and track course completions. An example of the student dashboard can be seen below.



ABOUT THE 2025 BEYA STEM DTX CONFERENCE



Since 2021, the BEYA STEM Conference successfully transitioned to a digital format, reaching students from across the country who attended for the first time. To further extend access and promote excellence, we have now combined the in-person and digital conference experiences to create the digital twin experience (DTX).

With DTX, all participants can access both in-person and virtual events in real-time during the three-day conference, regardless of their location. Furthermore, all conference content will be archived and available on-demand year-round on the BEYA 365 Platform, located in STEM City USA, DeLoatch Community Welcome Center.

Please note that due to capacity limitations, in-person participation is currently limited to 900 students, with double occupancy only. To secure room reservations, we require your student rooming list and proof of travel by the specified deadline. Limits may apply per school.

* Triple or quad occupancy available only upon request.

PROGRAM OFFERINGS AT THE BEYA STEM DTX CONFERENCE

- Pre-Professional Development and Certifications Sessions
- Two-Day DTX Career Fair – In Person and
- Online
- Scheduled Job or Internship Interviews through the CCG JobMatch Program
- Employer Hospitality Suite Access – In-person only
- Student Leadership Award Recognition
- Networking Opportunities with Employers and STEM Professionals

SCHEDULE OF EVENTS

(Items in italics are only offered in-person)

THURSDAY, FEBRUARY 13, 2025

Job Search Skills
Interview Success
Mock Interviews
Resume Writing or Extreme Resumes
Maximizing Your Job Search Efforts at Virtual Career Fairs
Scheduled Interviews
Alumni Welcome Reception
An Evening with BEYA Leading Voices

FRIDAY, FEBRUARY 14, 2025

Leadership Development Sessions
Scheduled Interviews
Career Fair (In-Person and Virtual)
Employer Hospitality Suites
Student Networking Dinner
Resume Critique Sessions

SATURDAY, FEBRUARY 15, 2025

HBCU Engineering Deans' Recognition Event (Includes Student Leadership Awards)
Leadership Development Sessions
Career Fair (In-Person and Virtual)
Scheduled Interviews
BEYA Awards Gala (Includes Student Leadership Awards)

WAYS FOR STUDENTS TO PARTICIPATE

School coordinates student participation and school pays

- This option keeps your students focused on their studies while the campus coordinator does the administrative work to get their students in front of the resources to ensure the best outcome when they graduate.
- Suitable for students who will benefit from the entire conference experience, and for students ready for internships and those graduating.

School coordinates student participation and student pays

- Select this option if your school does not have the funds to underwrite conference participation and you have students who are willing to pay to attend.

Students attend on their own

- If you are unable to coordinate a group attendance or delegate it to someone else, this option simply asks you to share the conference with your students.
- Students may attend the digital conference at the stated fee.
- Students who choose to travel on their own must coordinate own travel and make housing arrangements directly through the hotel.

GETTING STARTED

✓ STEP ONE: Recruit Students

- Send the conference flyer to your STEM students or students from other related disciplines to identify students.
- Determine which students are most likely to take advantage of, and thereby benefit from the conference offerings.
- Keep in mind the effect of role-models on motivating students.

✓ STEP TWO: Conduct Meeting with Students

- Share the program features and the Student Brochure.
- Share the Virtual Career Fair flyer.
- Let them know what they might gain by participating.
- Share the cost of participation – monetary and time.
- Share your school's funding availability or lack thereof.

✓ STEP THREE: Sign-Up

- Complete the coordinator agreement form. Submit one form for each coordinator.
- Begin assembling a list of students who expressed an interest in participating.
- Create separate lists for in-person and online participants.

REGISTRATION PACKAGES

In-Person with Coordinator Agreement*

3 Nights Hotel (Thurs-Sat) – Double Occupancy\$375**

2 Nights Hotel (Fri-Sat)– Double Occupancy\$250**

Full Conference Experience
In-Person and Virtual Career Fairs

In-Person\$100

Access to Full Conference Programming including in-person and Virtual Career Fairs.

BEYA DTX (Online Only)

Online Conference Experience \$50.00

Access to Full Online Conference Programming
Virtual Career Fairs

Virtual or In-Person Career Fairs

Saturday Career Fair Only \$0

***Fee waived when travel arrangements confirmations and coordinator agreements are received at our office by January 7.*

KEY DATES

Coordinator Agreement (In-Person Participation)	Dec. 6, 2024
Proof of Travel Arrangements	Jan. 7, 2025
Hotel Rooming List	Jan. 10, 2025
Coordinator Agreement (Virtual Participation)	Jan. 31, 2025
Registration (In-Person Participation)	Jan. 27, 2025
Hotel Confirmations Sent	Jan. 28, 2025
Registration (Virtual Participation)	Feb. 12, 2025

SIGN UP



Sign Up

PARTICIPATION FORM

You will need the following information to **fill out this form electronically** using the “sign-up” button or by scanning the **QR code** to the right.

You agree to coordinate students from your school or organization to attend the BEYA STEM DTX Conference in-person or virtually. To facilitate this, you agree to distribute flyers or brochures to students, conduct meetings, assist with directing and encouraging student participation while at the conference, and to monitor their activities online and onsite. In recognition for your service, you will attend the conference at no cost, receive recognition in the conference publication or the website, and student coordinators will receive a \$100 stipend when they coordinate attendance of 40 or more students.

Coordinator Role*: ☐ **Primary** ☐ **Additional** (Each additional coordinator will require a faculty registration package)

Attending: ☐ **In-Person** ☐ **Online**

First Name: _____ **Last Name:** _____

Title: _____ **Email Address:** _____

Organization Name: _____

Street Address: _____ **City, State, Zip Code:** _____

Cell Phone: _____ **Preferred Contact Method:** Phone Call/Text/Email

Emergency Contact Full Name & Phone: _____

Projected Student Participation Goal (10 students minimum to participate): _____ **School Funded?** Yes/No

If School Funded, please provide the billing information:

Billing Contact: _____ **Billing Telephone:** _____

Billing Address: _____ **Billing City, State, Zip Code:** _____

Billing Email Address: _____

I understand that in the event Career Communications Group reserves hotel accommodations based on the information I provided, and a student does not attend, that my organization will be required to pay for the unused hotel accommodations.

I have read the information contained in this document and accept the responsibilities and duties outlined. I find the compensation acceptable and understand that if I am unable to perform my duties to an acceptable level of success, I may not be entitled to some portions of the compensation.

Your Name: _____

Faculty Advisor Name (If Applicable): _____

Signed: _____ **Date:** _____

Note: The **electronic form** MUST be submitted **on or before December 6, 2024** to receive the Campus Coordinator benefits.

**Due to limited hotel rooms, we are only able to accept one coordinator per school. Additional coordinators must secure housing on their own. However, the conference registration fee is waived. Additional coordinator must submit a separate form.*

FOR MORE INFORMATION ABOUT THE CCG COLLEGE STUDENT PROGRAM OR TO BECOME A CAMPUS COORDINATOR PLEASE CALL 410-244-7101 OR EMAIL_university-events@ccgmag.com