The 35th BEYA STEM Global Competitiveness Conference

ATTENDEE GUIDE

FEBRUARY 11–13, 2021

"STAND UP. STEP UP. MAKE THE CHANGE."

CONFERENCE HOSTS:

LOCKHEED MARTIN

The Council of Engineering Deans of the Historically Black Colleges and Universities

USDE Information Technology — The STEM Community's Magazine

CONFERENCE SPONSOR:

Aerotek — Our People Are Everything.

NAVIGATING BEYA35

BEYA Virtual Platforms (Virtual Session Guide)
Technology Guidelines
Accessing the Event
Planning Ahead
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Code of Conduct
Getting Help

WELCOME TO BEYA35!

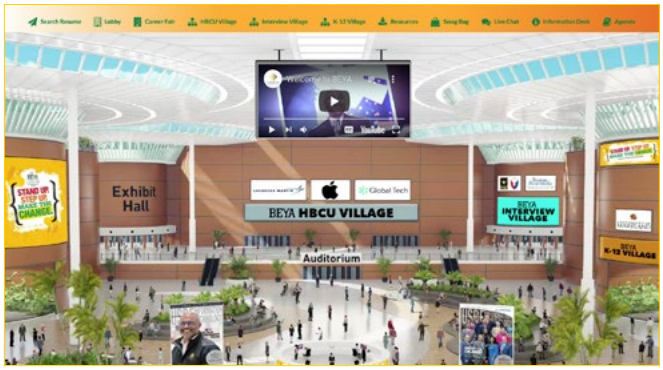
BEYA35, built to last well beyond February 11-13, is stepping up to meet the challenge of uniting the BEYA Community on a digital platform to bring together educators, employers, job seekers, military leaders, K-12 outreach organizations, and STEM professionals. Just like the in-person conference, there will be something for everyone. We will continue to gather and network to learn from each other, to celebrate excellence, and to share opportunities for employment at the Free Career Fair, all from our computer screens.

We hope that you will join us and bring someone new to share the BEYA experience...becoming everything you are.

The BEYA digital community will bring you an event that rivals the in-person experience. Veteran BEYA attendees know that there is something for everyone, and many attendees require several conferences in order to participate in all that BEYA offers. BEYA35 leverages several digital technologies to bring the digital twin of the BEYA experience to your desktop. BEYA35 is organized in two BEYA worlds and several villages so you can focus on what is important to you.

BEYA World I is the main hub. All recognition events, networking, entertainment, and workshops are presented here. Attendees can register to access BEYA World I via a one-day pass or all-access pass. These access passes will allow access to BEYA World II via a BEYA World I platform menu item.

BEYA World II is the center for recruitment and pipeline development activities. The Exhibit Hall, Interview Village, The HBCU (Historically Black College and University) Village, and the K-12 Village. Each village has its own lobby and offers access to the Exhibit Hall. Access to BEYA World II is open to BEYA job seekers, college students, and pre-college students and their parents. Recruiters will also have paid/pre-paid access. Automatic access to BEYA World II is not offered to these attendees.



TECHNOLOGY REQUIREMENTS

Both platforms require updated modern browsers and reliable Internet to access them and for the best experience. The BEYA World II platform provider is vFairs. Both platforms support Zoom and other Zoom-like tools for webinars and other videoconferencing activities. The BEYA World I platform is a customized product for Career Communications Group (CCG), with advanced features to support our awards programs and education sessions.

TECHNOLOGY GUIDELINES

Equipment for computer or laptop and Zoom

To use Zoom on a laptop or desktop computer, you will need:

- A desktop computer or laptop that has speakers, a microphone, and a video camera. If your laptop doesn't have a video camera, you can buy these inexpensively. You can also join a Zoom meeting without a camera, but we don't recommend it.
- If your computer doesn't have speakers or a microphone, you might try hands-free headphones that have an integrated microphone. Using headphones is a good thing so that you don't disturb others.
- A reliable Internet connection and preferably a quiet room.

Zoom gives detailed information on what you need to access Zoom. **Click here to see more.**

Equipment for mobile or tablet and Zoom

While the portal can be accessed via a mobile device, our strong recommendation is to experience the virtual event on the larger screen of a computer. The environment is a visual experience made to look like a physical event, so the larger screen is important. Plus, some features will not be the same on a mobile device.

You can also access Zoom from your mobile phone or tablet. Zoom gives some specific instructions for each. We recommend downloading the free app, which makes this easier.

We also recommend using a set of combined headphones and microphone if possible.

For more information for IOS (Apple) users, **please click here.**

For more information for Android users, **please click here.**

Internet Connection Requirement

The bandwidth used by Zoom will be optimized for the best experience based on your network. It will automatically adjust for 3G, WiFi, or wired environments.

Supported browsers

Edge 12+, Firefox 27+, Chrome 30+

Mac: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

Download Zoom

Please download Zoom if you don't have it installed on your computer. You'll need the application to participate in the 2021 BEYA STEM Conference, which uses the Zoom platform for video conferencing. Please adhere to the technology guidelines outlined above.

ACCESSING THE EVENT

If you registered for an All-Access or a One-Day Access pass, you will receive an email with the link to the main conference platform, BEYA World I within a few days before the start of the conference. It will contain the same username and your Badge Id number, which will function as your password in the BEYA World I platform.

Your profile information, which is housed in the Attendee Service Center with your registration information, is ported over to the main conference platform, BEYA World I. Once ported over, you may make changes to your profile. We recommend that you add your photo and update your title and other contact information.

How Attendees Will Move Between BEYA Worlds

The BEYA World II is available to attendees with All-Access, One-Day Access, and Awardees' Access passes. Registration login credentials from the registration portal are ported over to BEYA worlds to create profiles and a single sign-on account.

Please note that job seekers, college students, pre-college students, and community organizations have complimentary access to BEYA World II. However, this group of attendees will not have access to BEYA World I.

PLANNING AHEAD

Once you have successfully logged into the main conference platform, spend some time learning how to use the tool. Review and update your schedule for the three-day event so that you don't miss the events that are important to you. Once your schedule is built out to your liking, you now have the advantage of simply clicking on your event, which will take you directly to the event when it is time to attend.

Consider the benefits of downloading the BEYA App as another tool to help you manage your agenda, locate and chat with other attendees, and view and connect with speakers and panelists.

BEYA App Information

Our mobile app provides easy-to-use interactive capabilities to enhance your conference experience. We've put the following features in your palm to help:

- Organize exhibitors, speakers, sessions, and event information.
- View My Agenda.
- Receive WOC event update alerts.
- Email BEYA speakers and exhibitors.
- Locate and bookmark exhibitors to visit on the floor plan map.
- And much more...

Head to the App Store or Google Play and search for Career Communications Group, download the conference app to your device, and select the **BEYA 2021** icon to load the show app. Then click on **"LOAD."** Once logged in, click the **"START"** button in the bottom right corner to load the app. Past attendees should navigate to **"Meetings"** and click on **"New Meeting"** to get started.

GET IT ON Google Play

Download on the App Store

NAVIGATING THE CONFERENCE

Navigating BEYA World I Lobby

Once you are inside the main conference platform (BEYA World I), you will have the opportunity to explore all that the conference has to offer by using the links located at the top menu on the lobby page, and by visiting named virtual rooms, lounges, halls and using the Exhibit Hall click point to visit BEYA World II. A new browser tab will open to transport to to BEYA World II. A new browser tab will open.

The main lobby is the hub for several live interviews and the 24/7 BEYATV programming.

If you haven't built out an agenda yet, we highly recommend that you do so now as each event on your agenda is linked to the virtual room in which the event takes place. Don't worry if you can't make every session of interest; recordings will be available in the platform 24 hours after the session runs and up to 60 days after the conference ends.

Navigating the Seminar Rooms

Education sessions can be accessed in the seminar rooms. Each room displays a menu of scheduled events. Since all sessions are live, they are only accessible at the scheduled time. The presenters may allow access up to five minutes before the session is scheduled to begin.

You are encouraged to submit questions via the chat function. The session moderator will manage questions for the speaker and panelists during the scheduled Q&A portion of the presentation.

Any handouts as well as speaker bios and contact information will be accessible in the BEYA App.

Navigating the Ballroom

The Ballroom is the main auditorium where the recognition events are held. You will see a list of the events that are scheduled to take place in the Ballroom. You will be able to access live events approximately five minutes before the scheduled start time. The event program guide will be available for viewing or download once you enter the event.

Navigating Networking Lounges

Whether you plan to network with attendees on your own or join a scheduled networking event, head to the networking lounge to find out what's happening. The main lounge will remain open throughout the conference. There you will find scheduled live events, discussion groups, the 2021 BEYA TV channel, and other activities. The STEMulating Lounge hosts the daily entertainment lineup for BEYA35.

How to start a conversation

A great way to meet other attendees is to start a conversation among all attendees. Click the Chat tab or visit your Interest Group to get started.

- Will the pandemic set back gains in gender equality?
- Are there opportunities to increase gender equality in your organization?
- How are you guarding your mental health during the pandemic?
- Does work-life balance have a new meaning?
- What does harassment look like when you are working from home?
- How do you know if you are being paid equally to your male counterpart?

BEYA WORLD II

Navigating the Exhibit Hall

Exhibitors will be available to interact live with attendees from 10:00 AM–4:00 PM on Friday and Saturday, February 11 and 12. The exhibits remain accessible so that you can begin to download and view relevant literature about the organizations with whom you plan to interact. You should use this time to familiarize yourself with the chat functions and how to upload your resume.

GAMIFICATION

Have Some Fun (Gamification)

Have some fun and score points for prizes as you explore and experience the BEYA STEM Conference digital platform. The games begin from the moment you decide to attend BEYA35. We've curated a group of games to help you with team building and allow you to engage and participate with attendees.

While navigating the BEYA sites, at various points you will encounter trivia and team challenges.

- HBCU Team Trivia Challenge – BYEA World II
- Self-Paced Trivia Challenges

Get on the leaderboard and earn a chance at prizes spinning the Wheel of Fortune!

Photo Booth

"Great Photo! Reply is on its way..."

Why not capture the moment with a photo opportunity at the 35th BEYA conference. During events and at various points throughout the conference you will see a QR code or button link to start the photo booth process. Once the Photo Booth or Photo Gallery options are selected a new browser tab will open, that will allow you to select a photo background and strike a pose.

#beyastem35, #beyaawards and #beyastem2021

ATTENDING THE CONFERENCE

Tips for All Attendees

Networking Tips

Set up your event profile

Putting some effort into your event profile will allow other attendees to discover who you are, what you do, and how to reach you outside the virtual world. Think of your profile as a business card with the benefit of additional space to elaborate.

Take advantage of group chats

The conference will offer targeted group chat topics as well as the opportunity for you to start your own conversation topics. Use these opportunities to join in as an expert or as a community member looking to learn from others.

Set aside time to network

Virtual conferences aren't just for learning; they're for connecting. Yes, networking is alive and well, even at a distance. Attend networking events with other attendees or co-workers with a goal to expand your network by connecting with as many other attendees as possible.

Follow Hashtags

Contribute to conversations or start one of your own on the BEYA STEM Conference's hashtags: **#beyastem35 #beyaawards #beyastem2021**

BEFORE THE CONFERENCE

Block off your calendar

Attending the 2021 BEYA STEM Conference shouldn't take a back seat! You chose to attend for the value you saw in the speakers and the trusted BEYA community. You saw the opportunity to learn and grow. Let your co-workers know that you are busy and try not to check your email while you are in sessions.

Schedule your time based on live and on-demand content.

Now that you've blocked off your calendar, begin building your schedule, taking into account the variety of content being offered. While the majority of our sessions are live, some are on-demand and can be viewed later. Also, keep in mind that all sessions will be available on-demand for two months after the conference. This means that you can be strategic when building your schedule.

Keep your family in the loop

Working from home has its perks and is never truly just work! This means that sometimes life gets in the way and demands your attention. It's likely that you have already established a daily work schedule. Plan to maintain the same schedule during the conference.

DURING THE CONFERENCE

Build in snack and meal breaks

While in-person events would have built-in breaks and coffee set up in the hallways, your virtual conference F&B is on you.

Actively participate in sessions

By focusing on the live sessions, you will learn more and have some great conversation starters for the networking events. Take note of interesting information that you want to learn more about and prepare yourself to ask the presenters or others how they have implemented the tips.

Go old-school

Ditch the electronics and take notes on paper! You will want to focus your attention away from the mouse and keyboard and onto your computer screen, which should be in full-screen mode during the sessions. Keep your mobile phone nearby and logged in to the conference app to receive notifications, check out the speakers' credentials, and communicate with other attendees.

Attend with others

The BEYA STEM Conference is better when you attend with friends and co-workers. Make plans to catch up and discuss sessions after the fact or during the conference. Message them during the conference about interesting information you picked up during the conference or specific sessions. We recommend screen casting recognition events to your smart TV.

Stand and stretch

Don't feel that you have to stay confined to your chair the entire time. Build in breaks between sessions and when you are not on video. Stand up and walk around in place to help you stay focused on the content.

AFTER THE CONFERENCE

Set up time to re-watch

One of the benefits of the BEYA STEM Conference is that the content is available on-demand after the conference for 60 days after the conference. Whether during the conference or right after, set aside some time to review something you missed so you can make the most of the content you absorbed.

Staying Engaged

DIGITAL ENGAGEMENT IDEAS

The 2021 BEYA STEM Conference provides many opportunities to connect with others and engage in important discussions both during and after the conference. Not only can you "attend" The 2021 BEYA STEM Conference on the digital platform February 11-13, but you also receive on-demand access until April 13. This is not just a three-day event—here are some ways to keep the conversations going long after February 13.

- Join the **BEYA Facebook group** to connect with others leading up to, during, and after the convention. The group is about meeting people with similar interests and helping each other out. It's changing "what can you do for me?" to "what can I do for you?" Share your skills/talents/expertise with others or request the assistance of other attendees!
- **Host a watch party.** Pick a couple sessions you're excited about watching and invite others to watch with you. Set a time to discuss and share a video chat link with your friends and colleagues or post it in the BEYA Facebook group. Don't try to cram everything into February 11-13. You have until April 13 to view recordings.
- Join the conversation on Twitter: Follow **@BlackEngineer** and use one of the hashtags **#beyastem35**, **#beyaawards**, or **#beyastem2021** to participate in the live thread during the main stage events.
- February 13 for the BEYA Gala. Make yourself a sumptuous dinner, dress up in something other than sweatpants, and enjoy the show on your smart TV. Then, connect with your colleagues (or friends) on a video call to congratulate the award winners and celebrate with them or join us for entertainment in the **STEMulating Lounge**.

CODE OF CONDUCT

CODE OF CONDUCT POLICY

All attendees, speakers, sponsors, and volunteers at the BEYA STEM Virtual Conference (BEYA) are required to agree with the following code of conduct. We are expecting cooperation from all participants to help ensure a safe environment for everybody: Be excellent to each other, show empathy, and help make this a safe space to explore tangible, equitable solutions.

The BEYA DIGITAL CONFERENCE CODE OF CONDUCT

BEYA is committed to providing a safe, productive, and welcoming environment for all meeting participants and BEYA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, BEYA staff members, and service providers, are expected to abide by this Virtual Programs Code of Conduct. This policy applies to all BEYA Conference-related events, including those sponsored by organizations other than BEYA but held in conjunction with BEYA events, on public or private platforms.

BEYA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our conferences. If you experience harassment or hear of any incidents of unacceptable behavior, BEYA asks that you inform Quentin Kennedy, BEYA Code of Conduct monitor: 469-878-6734 or email **quentinkennedy10@gmail.com** so that we can take the appropriate action.

Unacceptable behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, BEYA staff member, service provider, or other meeting guest.

- Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, BEYA staff member, service provider, or other conference guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by BEYA throughout the digital conference. All participants must comply with the instructions of the moderator and any BEYA digital event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. BEYA reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the digital space.

BEYA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and BEYA reserves the right to prohibit attendance at any future conference, virtually or in person.

Original Source and Credits:

American Society of Association Executives

https://www.asaecenter.org/about-us/policies/virtual-meetingcode-of-conduct

Tech Inclusion

https://techinclusion.co/code-of-conduct/

GETTING HELP

Information Desk

The information desk is in the lobby. It is there to help you if you encounter issues with the platform or have questions about the events. Technical help will be available during the conference hours in a technical help chat room or by email.

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