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# **SCHOOL-TO-WORK VIRTUAL TRANSITION FAIR GUIDE**

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# What is a Virtual Transition Fair...

**A Virtual Transition Fair (VTF)** is a free, one day, online event that showcases school-based and community-based school-to-work transition services offered to transition-aged youth within their community.

Presentations are given on a variety of topics including . . .

- School Districts' Transition Program,
- Social Security Benefits,
- Division of Vocational Rehabilitation,
- Medicaid Waiver Information,
- Supported Employment Services,
- Secondary and Post-secondary Education Opportunities,
- Self-Advocacy Resources,
- Job Training Programs, and
- Local Employment Opportunities.

# Who Participates?

**Host:** The regional school-to-work transition team

**Presenters:** Community organizations, schools, and state agencies working in the fields of supported employment, school-to-work transition and vocational training.

**Audience:** Students, parents, community members, self-advocates, and service providers.

# Key Roles

- **Event Host:** The regional school-to-work transition (SWT) team
- **Event Coordinator:** This individual works with the team to hold planning meetings, assign roles and responsibilities, update the “plan of action document” and recruit participants for event planning. This individual also arranges the American Sign Language and Spanish language interpreters. The coordinator ensures all interpreters have access to the presentations prior to the day of the event.
- **Website Administrator:** This is a person on the team who has skills to create a website. This can be an individual who works for a local university, community college or school district who already has access to a web domain. In past events, the student accessibility services department from several post-secondary institutions hosted the web page.
- **Marketing/Publicity:** This person or team of people creates the graphic design and marketing materials for the event. All presenters and hosts send their organization logos to this person to be displayed on the marketing materials. The SWT team works together to promote the event on their social media platforms, newsletters and within their local communities.
- **Presenters:** All presenters should be responsible for creating their own web-based presentation platform links such as Zoom, Webex or Google Meet. It is important that all presenters use the same web-based presentation platform in order to not cause confusion or technical difficulties for audience participants.
- **Technical Support:** Each presenter should identify a “technical support” person to manage their chat box, attendees, and any technical difficulties that arise.
- **Accommodations & Accessibility Services Team:** ASL interpreters, Spanish language interpreters (if needed).
- **Evaluator:** This person develops the post event-survey to be sent out to event participants after the event has occurred to gauge their feedback on relevance of presentation topics, event structure, ease of accessibility and input for the next year's event.

## **The Virtual Transition Fair webpage contains...**

- The schedule of live presentations corresponding presentation links
- A list of participating organizations' contact information, logos, websites and links to their important resources.
- Contact information for the technical support person for the day of the event.

Visit this link for an example:

<https://css.wnmu.edu/virtual-transition-fair/>

# Tips for Success

- Hold a practice session with all presenters to run through the format of each presentation and test presentation links.
- Send presentations in advance to ASL and Spanish language interpreters.
- All presenters should be independently responsible for sending their presentation materials and presentation links to the webpage administrator at least two weeks prior to the event. The event coordinator should be cc'd on these emails to ensure no content is missing.
- Schedule presentations for 30-40 minutes in length and include time for questions. Build in at least 10 to 15 minutes of transition time between presentations.
- Ensure “live transcription” is turned on during the presentations.

# More Tips for Success

- If presentations will be recorded, include a disclaimer to notify the audience.
- Meet one week after the event to debrief on how it went, review post survey results, and document improvements for future events.
- Include an “opening statement” or keynote speaker to kick-off the event.
- If there are multiple presentations scheduled for the same time slot, ensure audience members have clear instructions for where to find the presentation links on the webpage and corresponding times.
- Host an employer panel with local businesses where students can ask questions about job opportunities and important employment skills as a way to include the business community.





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**Thank You to Our Contributors!**

**Otero County SWT Team**

**Lincoln County SWT Team**

**Southwestern SWT Team**

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