



## Nexus Fair Resource Exchange guidance

- Attendees:
  - Join Nexus Fair presenters in their breakout rooms at 2:30, 2:45, 3:00, and 3:15 p.m. CDT to engage with a brief presentation, interactive conversation, and exclusive resources shared by the presenters.
  - Attendees will be able to self-select a breakout room to attend, and will be able to leave at any time. There are four cycles to allow attendees to visit multiple resources. When possible, please stay in a breakout room for the duration of the 15 minute block.
  
- Presenters:
  - The Nexus Fair is on Wednesday, September 29 from 2:30-3:30 p.m. CDT. You'll be assigned to one breakout room for the duration of the hour.
  - Please join the Nexus Fair through the Zoom link on the Summit Schedule at 2:25 p.m. CENTRAL TIME in order to have a few minutes to set up before attendees join at 2:30 p.m. CDT.
  - Attendees will be encouraged to visit Resource Exchange breakout rooms in 15-minute increments, beginning at 2:30, but they will be able to join and leave breakout rooms at any time.
  - We recommend that you restart your presentation each 15 minutes. Time reminders will be sent three minutes before each 15 minute block ends to encourage attendees to finish conversations and select a new Resource Exchange breakout room to attend.
  - You will have the ability to share your screen (for sharing PowerPoint presentations, website, other materials, etc.) or you can simply prepare a verbal presentation. Prepared presentations should be no longer than five minutes to provide attendees with devoted time for questions and conversation.
  - Please prepare to share something tangible that will incentivize attendees to visit your Resource Exchange breakout rooms, such as an electronic version of a tipsheet, tool, or brochure. Consider sharing resources through your breakout room's chat box, or by gathering contact information from attendees and following up with them later. Please remember to save the chat history from your

Resource Exchange's breakout room BEFORE you leave the breakout room, as the chat does not save automatically in breakout rooms. For a guide on saving your Zoom chat manually, [please view this guide](#).

- After the Nexus Fair, we would be happy to post your tangible resource to the Summit website to allow for greater reach for those who were not able to attend the Nexus Fair live. Please send your resources to [ipceapps@umn.edu](mailto:ipceapps@umn.edu) by September 24.
- Resource Exchange breakout rooms will be labeled by number and a 2-5 word summary of your Resource Exchange title. E.g. "5 - Train-the-Trainer Team Dev Program". If you have a preference as to the short name of your Resource Exchange breakout room, please send it to [ipceapps@umn.edu](mailto:ipceapps@umn.edu) by September 10, 2021. The full list of Resource Exchanges will be posted under Program, Nexus Fair Resource Exchange on September 8.