Welcome to the Museum of Science and Industry! We’re excited to have you share your expertise and inspire youth and families to explore innovation in celebration of Black Creativity. Here is information to help you have a great event!

**LOGISTICAL INFORMATION**

**Schedule for the Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-9:30am</td>
<td>Arrival, load-in and set-up</td>
</tr>
<tr>
<td>8:00am-9:45am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:30am</td>
<td>MUSEUM OPENS TO THE PUBLIC</td>
</tr>
<tr>
<td>9:30am-2:30pm</td>
<td>Stations open</td>
</tr>
<tr>
<td>2:30-3:30pm</td>
<td>Breakdown and load-out</td>
</tr>
<tr>
<td>4:00pm</td>
<td>MUSEUM CLOSES</td>
</tr>
</tbody>
</table>

**Registration**

Check-in will be located in Entry Hall. You will receive an MSI garage parking validation (parking is only for professionals, not guests), a wristband that will grant you access to the museum and the lounge and a staff member or volunteer will direct you to your station on the Main Level.

**Load-in & Load-out**

If you need assistance loading materials in and out of the Museum, staff and volunteers will be available to help with carts in Entry Hall. Be sure to let us know during the day if you will need a cart for load-out. **If you have your own cart that you can use, please do! This will be helpful, as several people will be loading in and out at the same time. MSI has a limited number of carts.**

**Museum Entry**

Museum Entry will be provided to all presenters. During registration, you will be given a wristband that identifies you as a presenter for the Career Showcase. This will also serve as your entry pass to the Museum so please keep it on. If you choose to return to your car, leave for an outdoor break, or otherwise exit the access-controlled building, you will need to show your wristband to Museum staff when you return.

**Guests**

All presenters are invited to bring up to 3 guests, who will also receive complimentary Museum Entry via wristband. We ask that these guests arrive with you and before 12:00pm.

**Food and Drink**

Breakfast and coffee will be provided from 8:00am-9:45am in Weiss Board room on Main Level by Extreme Ice exhibit entrance. Please eat breakfast in this area rather than at your table. Lunch may be purchased in the Brain Food Court or the Museum Café or you may bring lunch. The food court is open 9:30am-2:30pm, the Museum Cafe is open 9:30am-3:30pm.
cannot be consumed at your station (water bottles are permitted); eating areas are located near the Food Court or on Main Level near Finnigan’s Ice Cream Parlor.

Presenters should take lunch in shifts so that stations are not left unattended. If you are the only individual at a station, please inform an MSI staff member or volunteer when you are leaving your station for lunch or a break. We are happy to manage your table during this time.

*Snacks, water and seating will be available throughout the day in Weiss Board Room.

**Noise Level**
Please note that depending on where you are stationed in the Museum, noise level from guests, exhibit elements and live programs may vary.

**Wireless Internet Log-in**
When you open your wireless connection, select MSI-Guest. Your web browser will require you to simply enter an email address and accept the terms and agreement. Wireless internet will then be connected.

**Important Locations in the Museum**

*Information Desk*: Located on Main Level by the Blue Stairs, the Information Desk is a place to inform a staff member about an issue. This is also where you can pick up additional maps if needed or ask general questions about the Museum.

*Restrooms*: Restrooms are located by the Yellow Stairs throughout the Museum and next to the ticket desk in the Main Entry Hall.

*Security Desk*: Located in Entry Hall at the base of the escalators, this is the first place to check in before proceeding upstairs. This is also one location of an in-house Museum phone.

*Lost Child or Family/Chaperone:*
If you encounter an adult looking for a lost child or a lost child who is looking for an adult, please direct or escort them to the nearest MSI staff member. If there is no staff member nearby, you should:

- Ask where they last saw the missing person and for a general description of their appearance
- Do a search of the immediate area to see if they are nearby
- If they are still not found, escort the guest(s) to the Information Desk and inform the staff member of the situation. MSI staff will take over the process from there.

**What to Do in an Emergency**
The health and safety of all guests, staff, volunteers and contractors is of highest priority. In the rare case of an emergency of any kind, you should follow these procedures:

- Report ALL emergencies to Protective Services from a safe area by calling Ext. 2222 from a Museum phone. Researchers can find a staff member for assistance, or may use a phone at the Information Desk, Entry Hall, or Idea Factory. Or use a cell phone to call 773-753-2574.
• First aid assistance can be summoned by calling Ext. 2222 or by having a staff member contact Protective Services by phone or hand-held radio.
• For updated message on Museum closings due to weather or any other unexpected emergencies, call (773) 753-2764 or Ext. 2764.

**PROGRAM INFORMATION**

**Black Creativity**
The Career Showcase is a featured Black Creativity program. Black Creativity reaches tens of thousands of students, their teachers, and families in underserved Chicago neighborhoods each year with a wide range of targeted, culturally-relevant science education programming. The program has four main goals:

• Provide exposure for African-American youth to careers, educational pathways and other opportunities in science, technology, engineering and medicine.
• Highlight and recognize the contributions and activities of African-American youth in science, technology, engineering and medicine.
• Increase access to MSI and its resources to African-American students and families.
• Showcase African Americans and their contributions, past and current, to the fields of science, technology, engineering and medicine.

The mission of Black Creativity is to inspire African-American children to pursue educational opportunities and careers in the fields of science, technology, medicine and engineering, through programs and events that encourage children and their parents to utilize the Museum of Science and Industry as a resource for exploring and discovering their inventive and creative genius.

**Audience**
The Black Creativity Career Showcase is open to the general public, student groups, and community partners. Content should be made accessible for middle and high-school students. This audience is the Museum’s target as it is a critical age range during which youth make important decisions about post-secondary education and career paths. Some youth may have limited or no exposure to college and career exploration, whereas others may be more familiar with such opportunities.

Be prepared for a diverse and engaged audience and remember that everyone with whom you interact will be different. The Museum expects approximately 5,000 people on February 29, including the general public and groups specifically coming to attend the Career Showcase.

**Example Questions**
Youth and families will be encouraged and excited to ask you questions. Some examples of questions may include the following:

• What qualifications do you need for this career? How much education or training?
• What made you decide to work in this career area? (chance, parental influence, salary, etc.)
• How did you find your job? (personal contact, job search engine, etc.)
• What did you want to be when you were a kid?
• Describe a typical day in your job.
• What’s the coolest part of your job? What’s the least cool part?
• What personal qualities does a person need for this job? (emotional, physical, mental)
• What is the salary range for this type of work? What other benefits come with this job? (health insurance, vacation time, discounts at local businesses, etc.)
• What can I do now to help prepare me for this career?

**Please Feel Free to Bring**
We encourage you to display activities, examples of your work, experiments, handouts, props, gear or uniforms, and even small giveaway items that complement your career field. These can help make the experience more real and exciting. You may also display your organization's tablecloth, banner or sign.

**Please DO NOT Bring**
Selling items or experiences of any kind is not permitted in the Museum. If you have a demonstration or activity that may be dangerous, or contains food products or allergens, please inform us so we can prepare guests to take caution. Firearms and other weapons may not be brought into the Museum; if you or a guest is a law enforcement officer, please contact us in advance about procedures.

**Exploring the Career Showcase and the Museum**
There are lots of exciting things going on at the Museum on February 29. Be sure to check out other featured Career Showcase stations and explore our exhibits. You will not need a ticket to see most of the exhibits, but special experiences require a paid, timed ticket (*Coal Mine*, *Future Energy*, *Fab Lab*, *Giant Dome Theater*, *Flight Simulator* and the *U505 Onboard Tour* are special exhibits with an additional cost).

**Photos**
You are welcome to take photos of the event for **internal use**. However, a photo release waiver must be provided to and signed by guests for any photos intended for external use (social media, public website, etc.).

**If You Need Help**
All Museum staff and volunteers can be easily identified by an MSI shirt, lab coat or photo ID badge. Please free to request help from any staff or volunteer you need immediate assistance, feel free to reach us as follows:
• Dulce Enriquez, Dulce.Enriquez@msichicago.org Cell: (773) 709-3327
• Manny Juarez, Manny.Juarez@msichicago.org

In case of an accident or other emergency while you are here: Call X2222 from any Museum phone or have any MSI staff person call security for help.