

September 28 & 29, 2022

Register at expo.hmsdc.org

09-27-2022.

Expo is just one day away, and we hope that you are as excited as we are to finally get back in person to the HMSDC Annual Expo.

This correspondence will cover:

- Venue Information
- Registration Information
- Agenda for day 1 (in person)
- Agenda for day 2 (virtual)

Covid Guidelines:

It takes the steadfast participation of everyone to ensure a safe environment for our guests, volunteers, and staff. The health and safety of all attendees continues to be our number one priority. As CDC guidelines as well as state and local requirements continue to evolve, we would like to encourage the following safety measures.



Prior to Arrival

Those who feel ill, or display symptoms of COVID-19 will not be admitted to the venue. For more information on symptoms and procedures for those experiencing them, please visit the CDC's website.

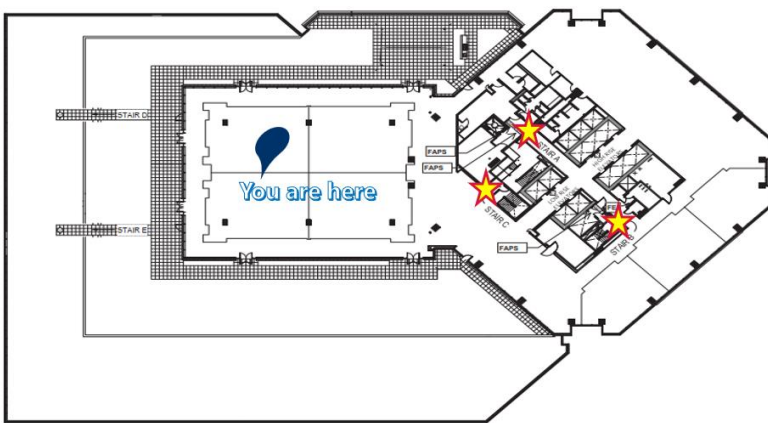
Venue Information:

➤ **Address: 1500 Post Oak Boulevard, Houston Texas 77056**

1. Safety & Muster Point Information

SAFETY MOMENT 1500 POST OAK BLD LEVEL 8
Muster Points

Muster points are always nearest the stairwell doors on floor



There are no scheduled fire drills on Wednesday September 28th

If you hear a fire alarm, do not assume it is a false alarm or a fire drill!

Follow the EXIT Signs and go to muster points (on map)

Wait for further instruction from Woodside Energy staff to EVACUATE using stairs.

FAPS – Fire Alarm Pull Station
 FE – Fire Extinguisher

PART OF A BETTER FUTURE
 Woodside Energy

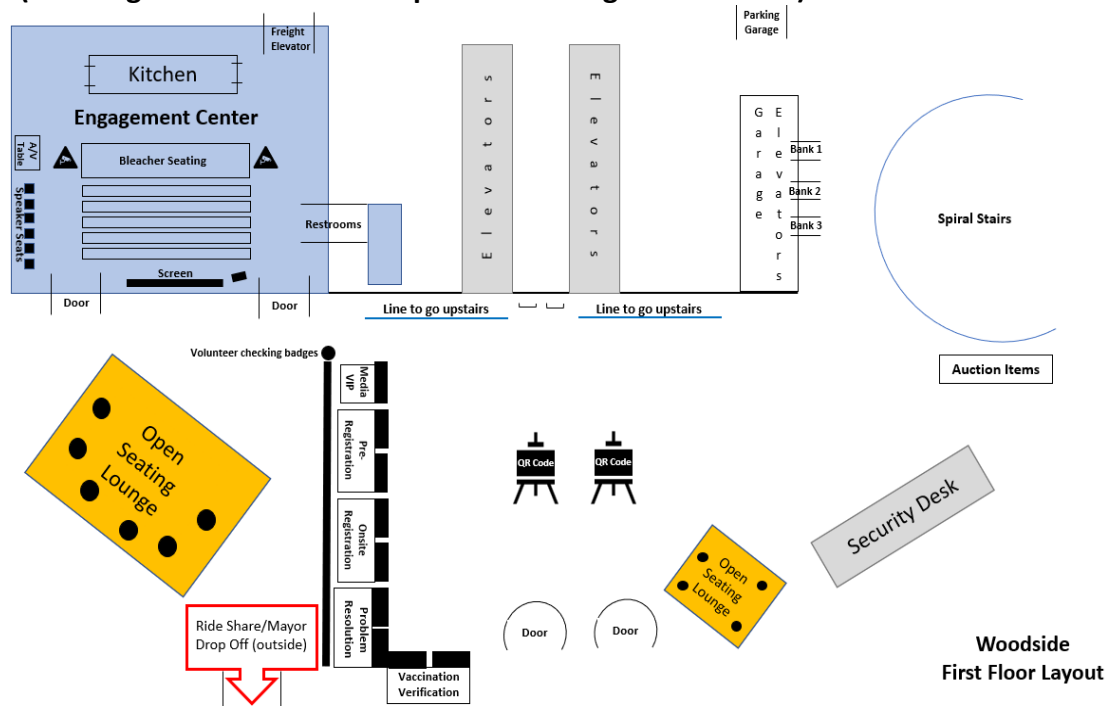
2. Parking

There is ample onsite parking at 1500 Post Oak Boulevard, Houston Texas 77056. Parking signage will be in place. Parking is on a first come, first served basis and you will be guided by the car park attendants/security who will be onsite. You **DO NOT** need a parking pass as the gates to the parking garage will be open. The parking attendants will usher you through once you get there.

3. Registration:

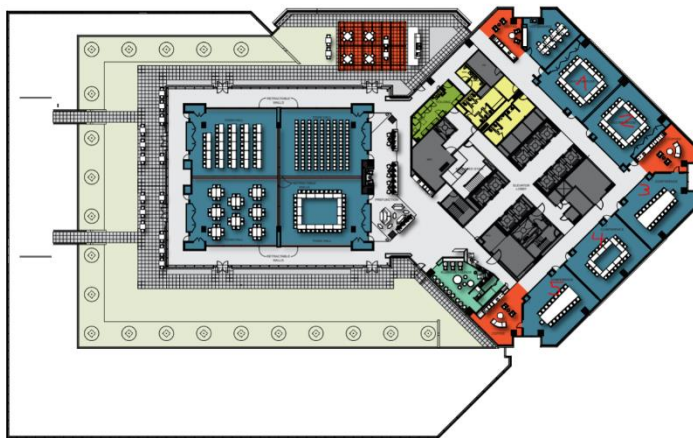
- If you have pre-registered and submitted your proof of vaccination, please go straight to the **PRE-REGISTRATION WORKSTATION** to collect you EXPO access badge and meal vouchers.
- If you have pre-registered and **NOT** submitted your proof of vaccination, please go to the **VACCINATION VERIFICATION WORKSTATION** where 2 onsite nurses will verify your vaccination cards.
- If you have not registered, please use the QR code located in registrations to sign up and make your payment. After you have made your payment, you must proceed to the vaccination verification workstation to provide your proof of vaccination before heading to the **ONSITE** registration workstation.

- There is a Problem Resolution workstation to assist with any registration concerns. (The diagram below is a floor plan for the registration area)



Day 1 (In Person Activities)

- Once you have collected your EXPO access badge you can head into State of Texas Opportunities Workshop located in the Engagement Center (level 1).



- The Rigel Awards commence promptly at 11:00 a.m. so we ask all guests to make their way to the 8th Floor (Townhall Room) to be seated by 10:45 a.m. There will be an information desk on level 8 to assist with enquiries and we have several ushers as well to help you find your way around.
- Immediately following the Rigel Awards is the BizTalks (held in the same room).

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- You can proceed to the Government Agency Spot Bid Fair on Level 8 across from the Town Hall. Ushers will guide you should you need any assistance.
- The day ends with the MBE Best In Class Reception that starts at 4:30 p.m. We are proud to announce that Mayor Sylvester Turner will be present during this time.
- The events of day 1 end at 6:30 p.m.

Day 2 is our fully virtual day

- To participate in Day 2, you must have downloaded the WHOVA app. If you have not, please send an email to expo@hmsdc.org with your name, company and email address.
- The Keynote address is live streamed on the WHOVA platform, you can access this by clicking on the session once you log into Whova.
- Immediately after the Keynote, the Trade Show opens, and you can visit all exhibitor booths and engage with our EXHIBITORS. This engagement is facilitated on WHOVA. You must click into the Exhibitor section on Whova to visit the booths.
- At 11:45 a.m. the Power Hour Luncheon is live streamed through Whova, so please click on the session link to join.
- The final event for the day is the One-to-One Match Making. To participate in One-to-One Match Making you should have registered on My Business Matches. This was a special invitation sent to you upon registration. **PLEASE NOTE THIS EVENT IS NOT LOCATED ON THE WHOVA PLATFORM, YOU MUST ACCESS IT BY INVITATION TO MY BUSINESS MATCHES.**

Agenda:

Time	Activity
DAY 1	Wednesday 28 th September: 1500 Post Oak Boulevard, Houston 77056
7:30 am	Registration Opens
8:30 am – 10:30 am	State of Texas: Access to Opportunities Workshop
8:30 am – 10:30 am	CPO Summit (private event)
11:00 am – 1:00 pm	Rigel Awards & Luncheon
1:15 pm – 2:55 pm	BizTalk - A Sustainable Master Plan for Houston’s Energy Future
3:00 pm – 4:30 pm	Government Agency Spot Bid Fair
4:30 pm – 6:30 pm	MBE Best in Class Reception
DAY 2	Thursday 29 th September: Virtual Day (Whova Software)
8:00 am – 9:00 am	Keynote Address: Houston’s Role in Leading the Energy Transition (Jane Stricker)

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9:30 am – 11:00 am	EXPO Trade Show Opens
11:45 am – 12:45 pm	Power Hour Luncheon
1:00 pm – 3:00 pm	MBE Matchmakers
3:30 pm	Expo Survey emailed to all participants

Dress Code - Dress code is business wear.

ONLINE Event Access: (General Attendees & Exhibitors)

- Visit the website expo.hmsdc.org and click on **“Join EXPO Now”**

Tech Support – Available on expo.hmsdc.org

What do I need

A laptop or mobile device with camera (if possible)

Attendee Guide

- Sign into the Expo using the link provided
- View the agenda and plan your schedule
- Use session Q&A

For networking

- See who is attending the event
- Join the discussion on community boards
- Start or join a virtual meet up

WHOVA INSTRUCTIONS:

Ready to attend the HMSDC EXPO 2022! We will use an online platform called Whova for our event. You can [Download the Whova Mobile App or Access It From the Web Platform on Desktop:](#)

- View our event **agenda** and plan your personal schedule
- Access **handouts, video recording, or streaming** (if virtual) directly within sessions and utilize the **session Q&A** to ask questions

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- Set up **in-person/virtual meetups** with other attendees to connect and network
- Create and converse through various **Discussion Topics** in the **Community Board**
- Receive updates such as **last-minute session changes** from the organizers
- Get presentation documents and slides (if permitted by Speakers)

After downloading, use your email address when signing up in the app and choose a **strong password**, or sign up using a social media account. Once you are signed up, you should be taken directly to your event!

We look forward to an engaging EXPO 2022, please feel free to contact any member of the HMSDC team should you need additional support.



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Houston Minority Supplier Development Council

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