



**To: NM MESA Advisors**  
**From: Anita Gonzales, NM MESA Program Coordinator**  
**Re: NM Oil and Gas Education Fair**  
**Date: September 19, 2014**

### **WHAT IS THE PURPOSE OF THIS EDUCATION FAIR?**

The New Mexico Oil and Gas Education Fair is an excellent opportunity for the students in your program to interact with outstanding professionals in the oil and gas Industry. Students will be given the opportunity to discover job possibilities in the many different areas that are related to the oil and gas industry and attend quality workshops, as well as visit oil and gas exploration sites. The Oil and Gas Education Fair is a statewide high school leadership activity and will involve aspects of a professional conference, i.e. workshops, presentations, fieldtrips, hands-on demonstrations, etc.

There will be one bus bringing students from each of the seven NM MESA Regions. Your Regional Coordinator will be working with their schools to allot the slots for participation from that region. Each student and advisor must be registered and approved to attend through your Regional Coordinator. Registration will be closed once we reach capacity. If you need to cancel for any reason, please do so in a timely manner. Because spots are limited, we will have a wait list and would like to accommodate all interested schools/students. Failure to use your confirmed spots will result in you not being selected for future trips, so please confirm and attend.

### **WHAT IS PROVIDED:**

- Transportation to the Conference as follows:
  - (1) bus from each MESA Region-Busses are needed to transport to and during event.
  - Suburban use and transportation to bus meet location with prior approval.
  - 40-50 attendees per region as assigned (Students and Advisors).
- Lodging (as needed and approved) for distant schools traveling more than (2) hours. Lodging will be paid for students, (1) school advisor in a shared room, and (1) bus driver as applicable.
  - Lodging is only provided for attending students, registered school advisor, and bus driver the night of October 28, 2014.
  - All students will be housed 2-6 per room and advisors 2 per room.
  - Lodging assignments will be made as needed to accommodate the entire group and a final rooming assignment list will be provided prior to trip.
  - Accommodations will be made by a group room list based upon registered names *in Artesia* at the following hotels:
    - Best Western Pecos Inn, Legacy Inn, Hotel Artesia, Comfort Inn & Suites, Heritage Inn Artesia, and the La Quinta Inn.
    - Thus far, all hotel arrangements have been made in Artesia. But, in the event of any changes, closer regions might be moved to Roswell, but advance notice will be given.
- Lunch and Dinner will be provided on October 28, 2014. Breakfast and Lunch will be provided for all participants on October 29, 2014.

### **REQUIREMENTS TO ATTEND:**

- Complete the electronic registration as outlined below no later than **October 6, 2014 at 5PM**. *NOTE: Registration will close earlier if capacity is reached.*
- All students **MUST** be NM MESA students in good standing, be entered in the NM MESA database, and have all paperwork submitted.
- You must only register students that **WILL** be attending. Spots are limited and any no-show students may impact your eligibility to attend future NM MESA events. Please note, it is of extreme importance to have a good showing and bring the number of students they are expecting.
- All attendees are expected to abide by professional conference behavior, protocol, and dress code: appropriate casual attire, long pants and close toe shoes required for October 28, respectful behavior, engaged participation, etc.

### **SAMPLE OF WHAT NM MESA DOES NOT PROVIDE:**

- Any additional stipend(s)
- Additional food costs or lodging fees
- Any other costs associated with attendance

## ADDITIONAL INFORMATION:

- (21) Scholarships will be distributed in accordance with guidelines provided in scholarship guidelines.
  - Scholarships will only be awarded to current graduating seniors, but they do not need to have attended in current year. See details in guidelines.
- Some events will be held outside as outlined. Please bring any additional needed items: sunscreen, water, layered clothing, etc.
- All attending programs need to complete pre and post event activities. All activities are available on the event site. These activities are intended to increase readiness for participation and SHOULD be utilized. The event activities provided are:
  - Oil and Gas Program Information-This includes flyers and attendance sheets (to award MIMS participation).
  - Oil and Gas Student Pages-These are the printables for the required activities. They do not need to be submitted to MESA, but attendance will need to be marked. These activities are statewide and will be marked by Program Coordinator.
  - Oil and Gas Teacher Lesson Plan and Resources-This includes teacher instruction to correlate with student pages and includes optional materials. If you use any additional materials you can create your own activities in MIMS dependent on what you do.

## TO REGISTER:

- Please visit the NM MESA Website: <http://www.nmmesa.org>; Events Section, Upcoming Events, Oil & Gas Education Fair Event Page, Registration Link.
- On Line Registration will collect all teacher information, student information, lodging information, wait-list information, and travel information (B-4). So please have all information needed to complete registration including student names, transportation vendor information, etc.
  - NOTE: For this event, transportation may be consolidated so please contact your Regional Coordinator to see if they will be arranging transportation for you, if you need to share, etc. This will dictate what option you choose during registration.
- Registration will need to be completed by (1) primary advisor per school program creating (1) registration per school program. Your registration will say (1) person in party-that indicates (1) school.
- Once registered you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing students or advisors and any other changes to your registration.
- The event area on our NM MESA website will contain all information needed for attendance including maps, rooming list, lodging information, etc.
- Registrations must be completed by **October 6, 2014 at 5PM**. On-line modifications and any lodging cancellations must also be submitted by this date. No exceptions will be given.
- Some notes on modifications are as follows:
  - You are allowed to switch names as long as they are of the same gender of the student they are replacing.
  - All final students must have their A-1's submitted to their RC's and be in MIMS (A-2's) no later than the modification deadline.
- Any lodging requests need to be submitted via email to Anita Gonzales, [anita@nmmesa.org](mailto:anita@nmmesa.org).

## GENERAL AGENDA (More detail available on final agenda as available):

### Tuesday, October 28, 2014:

11:00 AM	Busses Arrive-Ocotillo Theater- Registration and Box Lunch Provided
12:00 PM	Welcome Introduction and Safety Overview
1:00 PM	Load Busses to Companies
5:00 PM	Busses Return-Dinner
7:00 PM	Breakout Session Workshops and Industry Presentations
8:00 PM	Dismissal to Hotels

### Wednesday, October 29, 2014:

6:30-8:30 AM	Breakfast at Hotel and Hotel Check Out Departure from Hotel as needed dependent on Hotel Location
9:00 AM	Oil and Gas Fair
11:30 AM	Lunch-Provided
12:00-2:00 PM	Dismissal and Departure as Needed

*Any additional Questions, Please  
Contact:  
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