

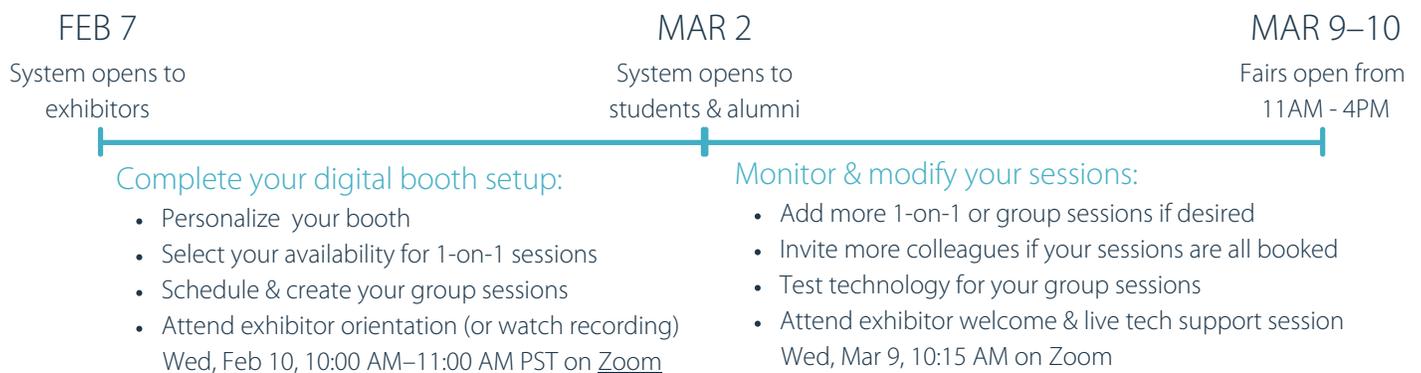
WEST COAST VIRTUAL FAIRS

SFU + UVic: Jobs and Volunteer Expo

EXHIBITOR'S GUIDE

On behalf of Simon Fraser University and the University of Victoria, thank you for choosing West Coast Virtual Fairs. In this exhibitor's guide, you will find instructions on how to set up your booth and maximize your exposure at our fair.

Important Timeline



Access Your Booth

The number of booths available depends on your exhibition package and you are not required to use all your available booths. In general, you will need one booth for each representative who will be offering 1-on-1 sessions.

You must identify one representative as the booth manager for each booth to receive the unique login credentials and all system notifications for that booth. Booth sharing between representatives is allowed only if they are taking shifts as there is only one video-chat room and one set of schedule for 1-on-1 sessions at each booth. Representatives who are hosting or attending only group sessions do not need to separate booths as group sessions can be added to any booth.

Important: To submit contact info of your attending representatives, please fill out our [booth assignment form here](#). Additional booths may be purchased at \$30 per booth on our [Eventbrite registration](#).

Booth Setup

Once you log onto your booth, you will be guided to complete a 3-step tutorial. This is very important as your booth will not be visible to students and alumni until all these steps are completed.

Step 1: Personalize Booth

Introduce your organization to our students and alumni by including an informative booth description and an optional photo gallery. Consider including the following:

- Background information of your organization
- Links to opportunities & info on how to apply
- Hiring practices & tips
- Helpful resources for your candidates
- Name and contact info of all representatives who will be staffing the booth
- Target audience if any (we encourage you to leave this as open as possible)

Important: If your organization has more than one booth, please follow the naming convention below so your booths will show up next to each other.

Name of Organization: Division/Department/Opportunities

For example— Booth 1→ ABC Organization: Accounting
Booth 2→ ABC Organization: Engineering

The screenshot shows the 'Edit Booth' interface for an 'Unnamed Booth' at SFU + UVIC: Jobs and Volunteer Expo 2022. The interface includes a sidebar with navigation options like 'Enter Booth', 'Home', 'Personalize Booth', 'Manage 1-on-1 Sessions', 'Manage Group Sessions', 'View Resumes (0)', and 'Log Out of Booth'. The main content area is titled 'Edit Booth' and contains several sections: 'Name' (with a placeholder 'West Coast Virtual Fairs: Test Booth'), 'Description' (with a rich text editor containing text about the West Coast Virtual Fairs), 'Booth Icon' (with a square logo for 'West Coast Virtual Fairs'), 'Booth Gallery' (with a grid of images and an 'ADD A FILE' button), and 'Contact Email for Students' (with the email 'info@westcoastvirtualfairs.com').

- ← Please follow the naming convention (see above)
- ← This is what attendees will see when they enter your virtual booth so be sure to include all relevant information and links
- ← Use a square logo or image for best result (512 x 512 pixel)
- ← Upload images to showcase your organization
- ← This email will be visible to all attendees

Step 1: Personalize Booth – Further Notes

Please take time to go through the pick lists carefully as your responses will be used by attendees when they use the booth filtering feature. By providing information about your organization such as your upcoming opportunities and EDI (equity, diversity and inclusion) initiatives, you will be able to attract more students and alumni to your booths and sessions.

Note: The virtual fair platform will remain open for six months after the fair and we will continue to refer our students and alumni to visit the booths.

Step 2: Pick Your 1-on-1 Time Slots

Networking will take place in the form of a 15 minute conversation, powered by the built-in video-chat feature (Daily.co) on Eventus. These 1-on-1 sessions are automatically created for you when you log into your booth.

By default, all time slots are marked as "available". Simply click on the time slot that you want to modify to change its status. You can modify your availability anytime. Be sure to block off some time slots for breaks throughout the day to avoid screen fatigue.

- White: Available for students to book
- Grey: Unavailable (not visible to students)
- Green: Booked by a student

IMPORTANT: All time listed on our platform is adjusted to your local time. If you are in Toronto, you will be seeing the time slots in Eastern Standard Time.

The screenshot shows the 'West Coast Virtual Fairs: Test Booth' interface. On the left is a navigation menu with options: Enter Booth, Home, Personalize Booth, Manage 1-on-1 Sessions, Manage Group Sessions, View Resumes (0), and Log Out of Booth. The main content area displays a dropdown for 'Attendees will be Directed to the following Link for your 1-on-1 Sessions:' with the URL https://jobsandvolunteerepo2022.eventus.io/booth/booth-5/video_room and a 'USE MY OWN VIDEO LINK' button. Below this, two dates are shown: 03/09/2022 and 03/10/2022. For each date, a note states 'You are marked as available for the following times. Click on a time to change its status. Note: All times are in PST'. A grid of time slots is displayed for each date. For 03/09/2022, the slots are: 11:00 (AVAILABLE), 11:15 (AVAILABLE), 11:30 (AVAILABLE), 11:45 (AVAILABLE), 12:00 (AVAILABLE), 12:15 (AVAILABLE), 12:30 (UNAVAILABLE), 12:45 (UNAVAILABLE), 01:00 (AVAILABLE), 01:15 (AVAILABLE), 01:30 (AVAILABLE), 01:45 (AVAILABLE), 02:00 (AVAILABLE), 02:15 (AVAILABLE), 02:30 (AVAILABLE), 02:45 (AVAILABLE), 03:00 (AVAILABLE), 03:15 (UNAVAILABLE), 03:30 (UNAVAILABLE), 03:45 (UNAVAILABLE). For 03/10/2022, the slots are: 11:00 (AVAILABLE), 11:15 (AVAILABLE), 11:30 (AVAILABLE), 11:45 (AVAILABLE), 12:00 (AVAILABLE), 12:15 (AVAILABLE), 12:30 (UNAVAILABLE), 12:45 (UNAVAILABLE), 01:00 (AVAILABLE), 01:15 (AVAILABLE), 01:30 (AVAILABLE), 01:45 (AVAILABLE), 02:00 (AVAILABLE), 02:15 (AVAILABLE), 02:30 (AVAILABLE), 02:45 (AVAILABLE), 03:00 (AVAILABLE), 03:15 (AVAILABLE), 03:30 (AVAILABLE), 03:45 (AVAILABLE).

Click on the time slot to change its status between available and unavailable. Your preferences will automatically save.

Seeing different time on your screen than the screen shot? Eventus platform automatically adjusts the time based on your local time zone.

Though students and alumni are encouraged to pre-book sessions prior to the fair, many of them will continue to browse through all the booths and sign-up for more sessions on the actual event days. Do not cancel your open slots as they could get booked during the fair. And please be on the lookout for any last minute bookings.

Tip: Running out of sessions? Invite your colleagues to join you at the fair so they can create their own booths and offer more 1-on-1 sessions or host some group sessions.

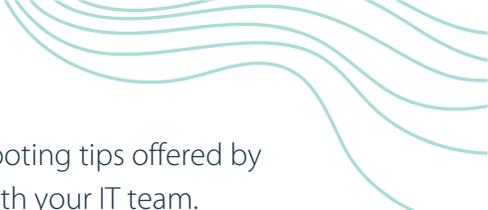
Step 3: Test Your Video

Your booth will NOT be visible to attendees until you have tested your video. To complete your video-chat set up, enter your booth and:

1. Test your camera: click on red "Turn On" icon at the bottom
2. Test your microphone: click on the red "Unmute" icon at the bottom
3. If everything is working okay, click the blue "Complete Setup" to the left

Supported web browsers: Chrome, Safari, Firefox and Microsoft Edge.

The screenshot shows a web browser window displaying a virtual fair booth. On the left, there is a sidebar with navigation options: 'West Coast Virtual Fairs: Test Booth's Booth at SFU + UVIC: Jobs and Volunteer Expo 2022', 'Help', 'Back to Home', 'Report No Show', 'UPCOMING SESSIONS: No Upcoming Sessions', and 'IN THIS CALL: West Coast Virtual Fairs: Test Booth (You)'. The main content area is dark with a 'Wait' indicator. A 'Camera & Mic off' box is visible. At the bottom, there is a control bar with icons for 'Turn on', 'Unmute', 'Chat', 'Share', 'More', and 'Network'. A 'Camera and microphone blocked' dialog box is open, with a 'Done' button. An 'Unlock your camera/mic' dialog box is also present, with instructions: '1. Click the camera icon', '2. Select "Always Allow", click Done', '3. Refresh the page'. Annotations with arrows point to the 'Turn on' icon, the 'Unmute' icon, the 'More' icon, the 'Camera & Mic off' box, the 'Unlock your camera/mic' dialog box, and the 'Camera and microphone blocked' dialog box. A text box says 'This is where you will show up when you turn on your camera' pointing to the video area. Another text box says 'Turn on share screen feature' pointing to the 'Share' icon. A third text box says 'Toggle on and off camera and microphone' pointing to the 'Turn on' icon. A fourth text box says 'Open the text-based chat window' pointing to the 'Chat' icon. A fifth text box says 'Click on "More" to view setting options' pointing to the 'More' icon. A sixth text box says 'If this window pops up on your screen, click on the icon on the top right corner to unblock your camera and microphone' pointing to the 'Camera and microphone blocked' dialog box.



If you are experiencing issues with the video feature, please follow the trouble-shooting tips offered by Eventus. If issue persists, please email Eventus at support@eventus.io or consult with your IT team.

Need technical support? Join us at the exhibitor orientation session with Eventus on Thursday, February 10, 10:00-11:00AM PDT on [Zoom](#) (or watch the recording on our [exhibitor resources webpage](#)). Live technical support will be provided on the first day of the fairs on Mar 9 at 10:30-11:30AM.

Group Sessions

Group session is optional but it is an excellent complement to your 1-on-1 sessions, allowing you to interact with multiple attendees at the same time. Host formal presentations, info sessions, and/or casual drop-ins for networking and Q&A opportunities - the choice is all yours!

IMPORTANT: While sign-up for group sessions are handled at your booth on our virtual fair platform, they **MUST** be hosted using your own video conferencing tool (e.g. Zoom, MS Teams, Google Meet, Webex etc) due to bandwidth issue. Please consult with your IT team if you have any questions regarding this.

- **Session length:** Please keep your group sessions no longer than 1.5 hours. When attendees sign up for a session, the system will block them from booking other sessions that are taking place at the same time. If you are using group session for drop-ins, please create multiple shorter sessions as opposed to one long session (you can use the same video room link!).
- **Don't double book yourself!** If you are hosting a group session, remember to block off your 1-on-1 session time slots to avoid schedule conflict. You are welcomed to invite your colleague(s) to host or join the group sessions and in such case, you just need to share the video room link with them and they will not even need to log into your booth.
- **Privacy in group chat:** Use the breakout room feature in your video conferencing tool if you have multiple staff available to facilitate more private or different conversations simultaneously!

Create Group Sessions

Start by creating a virtual meeting on your own video conferencing tool (e.g. Zoom, MS Teams, Google Meet, Webex etc). Be sure to turn off any password protection (or include it at your session description if you must keep password on) or else our students and alumni will not be able to enter the meeting. Be sure to have the meeting link handy to enter on our platform so our students and alumni can access the meeting via our platform on the day of the fair.



West Coast Virtual Fairs: Test Booth
at SFU + UVIC: Jobs and Volunteer Expo 2022

Group Sessions appear above your 1-on-1 sessions when attendees click on your booth.
These sessions can host multiple attendees, BUT differ from 1-on-1 sessions in that you MUST provide your own video room for attendees to access when the session starts.

CREATE A GROUP SESSION

Step 1: Go to "Manage Group Sessions" at your booth

Step 2: Click the "Create a Group Session" button

New Group Session

Session Name: Your Career, Your Future: Coffee Chat & Workshop

Session Description: Come join the WCVF team to casually discuss and go over the issues that matter the most to you during your job search. We hope to provide some information to help you navigate uncertainties as you apply and discover new, exciting opportunities.

Start Date: 02/11/2022, 10:00am

End Date: 02/11/2022, 11:30am

Video Room Link: https://zoom.us/testlink1

RSVP Limit: 25

CREATE

Enter the title of the group session. Students will see this displayed when they access the platform.

Create a descriptive title so students will know what to expect at your session

IMPORTANT: Your session must be conducted within the fair schedule (Mar 9–10, 11AM-4PM PST). Remember to enter the time in your local time zone and the platform will automatically convert the displayed time to other time zones based on attendees' location.

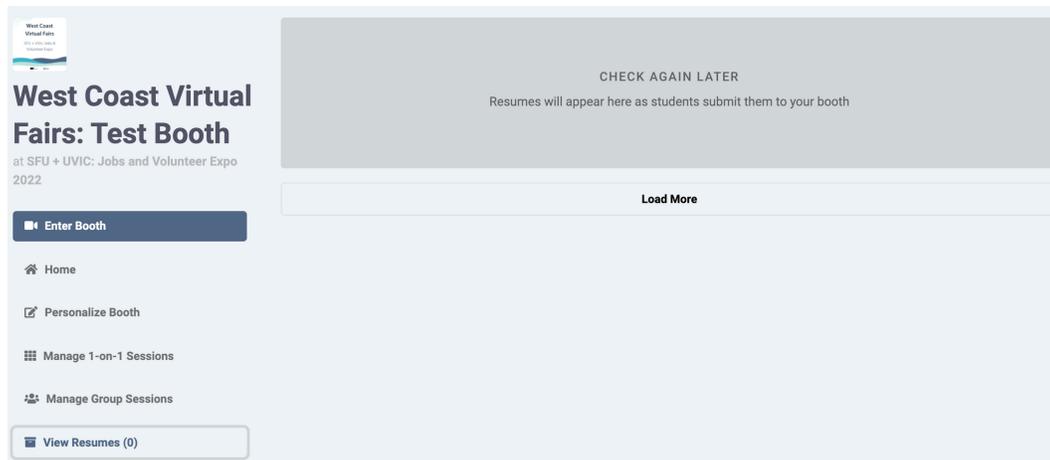
Insert the video room link that you have created for your session here so students can access your group session.

Determine your maximum capacity based on your session format and system limit. This number cannot be changed once students begin registering for your session.

After creating the session, you can always access and edit the details from the dashboard as needed. Repeat the steps above to create as many group sessions as you prefer.

Resume Drop-off Feature

Students and alumni have the option of dropping off resumes at your booth if they do not have a chance to attend one of your sessions. To review resumes submitted to you, go to "View Resumes" on your home screen.



To access the profile and resume of students and alumni who booked a session with you, simply go to your home page and click on the sessions.

You Are All Set!

That's it! You have successfully set up your virtual booth and you are now all set to meet and interact with our students and alumni on the day of the fair.

This is how your booth will look like once the setup is complete:

A screenshot of the 'West Coast Virtual Fairs: Test Booth' interface showing the completed setup. The left navigation menu is visible. The main area displays '0 Booth Views' and '0 Reservations'. A green notification bar states: 'Your booth is now set up and will be visible to attendees who enter the virtual fair. Click on a session to view attendee information.' Below this, there are sections for 'Group Sessions' (listing 'FEB 11, 10:00 AM YOUR CAREER, YOUR FUTURE: COFFEE CHAT & WORKSHOP (0/25)') and 'Wednesday, March 9' with three 1-on-1 session slots: '11:00 AM AVAILABLE - ATTENDEES WILL BE ABLE TO BOOK THIS TIME SLOT.', '11:15 AM AVAILABLE - ATTENDEES WILL BE ABLE TO BOOK THIS TIME SLOT.', and '11:30 AM AVAILABLE - ATTENDEES WILL BE ABLE TO BOOK THIS TIME SLOT.' Annotations with arrows point to various elements: 'Quick statistics on traffic and reservations' points to the Booth Views and Reservations boxes; 'IMPORTANT: If you do not see this message, complete the 3 steps for booth setup' points to the green notification bar; 'You can view your group sessions and RSVP here' points to the Group Sessions section; 'Overview of your 1-on-1 sessions. Your time slots will turn green once booked and student info will be populated here' points to the 1-on-1 session slots; and 'You can modify your booth description and manage your sessions here using the left menu' points to the left-hand navigation menu.

Quick statistics on traffic and reservations

IMPORTANT: If you do not see this message, complete the 3 steps for booth setup

You can view your group sessions and RSVP here

Overview of your 1-on-1 sessions. Your time slots will turn green once booked and student info will be populated here

You can modify your booth description and manage your sessions here using the left menu

On the Days of the Fair...



IMPORTANT: Check your session bookings regularly as your open slots may be taken up at any time.

Click "Enter Booth" to access the built-in video chat room for your 1-on-1 sessions. There is no need for you to exit the room between sessions as students will show up at waiting room at their assigned time slot. Please be mindful of time and keep each session to under 15 minutes.

Don't be a no show! Cancel booking if you can no longer attend so students will receive a notification. If you need to step away from your booth, change status of your open slots to unavailable to avoid potential bookings.

Reminder: if you are offering group sessions, be sure to open up your meeting rooms at your own video conferencing tool at least 5-10 minutes prior to your session start time.

A Peek at the Student Side

Curious about how things look on the student side? Let's take a peek!

Students can use keyword search and filter booths by opportunity types, skills, locations, etc.

Booths are listed in alphabetical order. Sponsors will appear at top.

Your booth will show up here when selected

	BOOTH	GROUP	1-ON-1	RESERVE	
REGULAR	\$400	\$600	\$1,200	\$100	\$400

DESCRIPTION

West Coast Virtual Fair returns this Spring!

After three successful virtual fairs, the WCVF Team is back this Spring with the *SFU + UVic: Jobs & Volunteer Expo 2022*. Once again, we are excited to be able to offer organizations the opportunity to connect with the students and alumni of our two institutions! This time, the virtual fair will take place between March 9–10.

For more information about the fair, including key dates and available resources, visit us at: westcoastvirtualfairs.com

Students can book multiple group sessions but only one 1-on-1 session with you.

And That's a Wrap!

Thank you for choosing SFU + UVic: Jobs & Volunteer Expo 2022. We hope you will have many meaningful connections with our students and alumni. Wishing you great success at this event. If you have any questions, concerns or feedback to share with our team, please feel free to reach out to us anytime.

The West Coast Virtual Fairs Team,

A collaboration between SFU & UVic

info@westcoastvirtualfairs.com | westcoastvirtualfairs.com

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