

WEST COAST VIRTUAL FAIRS

Jobs & Volunteer Expo

EXHIBITOR'S GUIDE

On behalf of Simon Fraser University, the University of British Columbia, 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

An email invite with your unique access link and login credentials will be sent to you from Eventus, our virtual fair platform. Follow the instructions in the email to access your booth (do not delete this email).

Your exhibition package comes with up to 3 digital booths. The number of booths you may want to use depends on the number of representatives you have and how they want to interact with students. In general, we recommend you to assign one booth to each of your representatives who are offering 1-on-1 sessions. You can have multiple representatives sharing a booth if they are taking shifts or want to conduct joint sessions. Due to video bandwidth concern, please have no more than 2 representatives on at the same time. Representatives who are hosting or attending only group sessions are NOT required to have their own booths.

To submit contact info of your attending representatives, please fill out a quick [web survey here](#). Additional booth may be purchased at \$25 per booth on our [Eventbrite registration](#) page by Feb 19.

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 until this is done!

Step 1: Personalize Booth

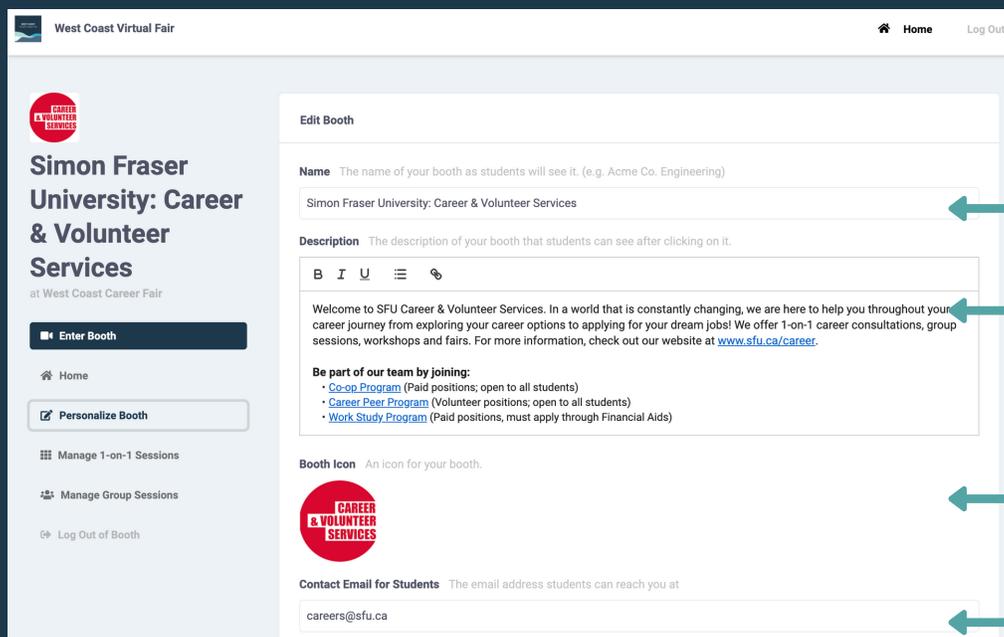
Introduce your organization to our students and alumni by including an informative booth description (text-based only; no image or video except organization logo). Consider including the following:

- Background information of your organization
- Links to opportunities & info on how to apply
- Hiring practices & tips
- Helpful resources for your candidates
- Target audience if any (we encourage you to leave this as open as possible)

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: Name of Division/Department

- Sample: Booth 1 --> West Coast Virtual Fairs: Simon Fraser University
- Booth 2 --> West Coast Virtual Fairs: University of British Columbia
- Booth 3 --> West Coast Virtual Fairs: University of Victoria



Please follow the naming convention (see above)

This is what students 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)

This email will be visible to all students

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 viewable by students)
- Green: Booked

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, and Log Out of Booth. The main content area displays two dates: 03/02/2021 and 03/03/2021. Each date has a heading 'You are marked as available for the following times. Click on a time to change its status.' followed by a grid of time slots. A 'CONTINUE' button is located to the right of the 03/02/2021 grid. The time slots are arranged in a grid: 11:00, 11:15, 11:30, 11:45, 12:00; 12:15, 12:30, 12:45, 01:00, 01:15; 01:30, 01:45, 02:00, 02:15, 02:30; 02:45, 03:00, 03:15, 03:30, 03:45; and 04:00. All slots are currently marked as 'AVAILABLE'.

Click "Continue" when you are done. You can modify your availability anytime.

Click on the time slot to change its status between available and unavailable

Our fairs run from 11AM to 4PM PST. Seeing different time? Eventus platform automatically adjusts the time based on the time zone you are in.

Students will be encouraged to pre-book up to 6 sessions prior to the fair and they will have access to the remaining open time slots the day before the fair. Do not cancel your open slots as they could get booked during the fair!

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 students until you have tested your video. To complete your video-chat set up:

1. Test your camera: click on red "Turn On" icon at the bottom
2. Test you 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.

See who is in the video-chat room with you

This is where you will show up when you turn on your camera

Turn on share screen feature

Toggle on and off camera and microphone

Open the text-based chat window

Click on "More" to view setting options

1. Click the camera icon
2. Select "Always Allow", click Done
3. Refresh the page

If this window pops up on your screen, click on the icon on the top right corner to unblock your camera and microphone

If you are experiencing issues with the video feature, please follow the trouble-shooting tips offered by Eventus. Please note that we have disabled the option to use your own video link for 1-on-1 sessions due to privacy regulations. If issue persists, please email Eventus at support@eventus.io or consult with your IT team.

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

Create Group Sessions

Group session is optional but it is an excellent complement to your 1-on-1 sessions, allowing you to interact with multiple students 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: You must create the video room using your own video conferencing tool (e.g. Zoom, MS Teams, Google Meet, Webex etc). Please consult with your IT team if you have any questions regarding this.

To create group sessions:

Group Sessions appear above your 1-on-1 sessions when students click on your booth.

These sessions can host multiple students, BUT differ from 1-on-1 sessions in that you MUST provide your own video room for students 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 Matters Coffee Chat

Session Description
Have a casual chat with the West Coast Virtual Fairs team and learn how to navigate uncertainties and discover interesting career opportunities that match your skills and interests.

Start Date
03/02/2021 10:00am

End Date
03/02/2021 11:00am

Video Room Link The link students will click to join the group session.
https://zoom.us/test123

RSVP Limit The maximum number of students that can RSVP to your session. Once this session is created, you cannot change this.
25

Create

Step 3: Fill in your session info.

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 2 & 3, 11 AM-4PM PST). Remember to enter your local time here and it will automatically convert to other time zones based on viewers' 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.

Tips for Group Sessions

- **Session length:** Please keep your group sessions no longer than 1.5 hours. When students 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!

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:

The screenshot shows the 'West Coast Virtual Fairs: Test Booth' interface. On the left is a navigation menu with 'Enter Booth', 'Home', 'Personalize Booth', 'Manage 1-on-1 Sessions', 'Manage Group Sessions', and 'Log Out of Booth'. The main content area displays '0 Booth Views' and '0 Reservations' at the top. Below this is a confirmation message: 'Your booth is now set up and will be visible to students who enter the virtual fair. Click on a session to view student / alumni information...'. Under 'Group Sessions', there is one session: 'MAR 2, 10:00 AM YOUR CAREER MATTERS COFFEE CHAT (0/100)'. Below that, under 'Tuesday, March 2', there are four time slots: '11:00 AM', '11:15 AM', '11:30 AM', and '11:45 AM', each with the text 'AVAILABLE - STUDENTS WILL BE ABLE TO BOOK THIS TIME SLOT.'.

Annotations with arrows point to:

- Quick statistics on traffic and reservations (Booth Views and Reservations)
- Confirmation of booth completion (Green checkmark message)
- You can view your group sessions and the number of RSVP here (Group Sessions list)
- Overview of your 1-on-1 sessions: Your time slots will turn green once booked and student info will be populated in the slot (Time slots list)

- Click "Enter Booth" to access the built-in video chat room for your 1-on-1 sessions. You can also modify your booth description and manage your sessions here using the left menu

Please contact us at info@westcoastvirtualfairs.com if you have any questions or concerns. We wish you great success at the West Coast Virtual Fairs!

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