

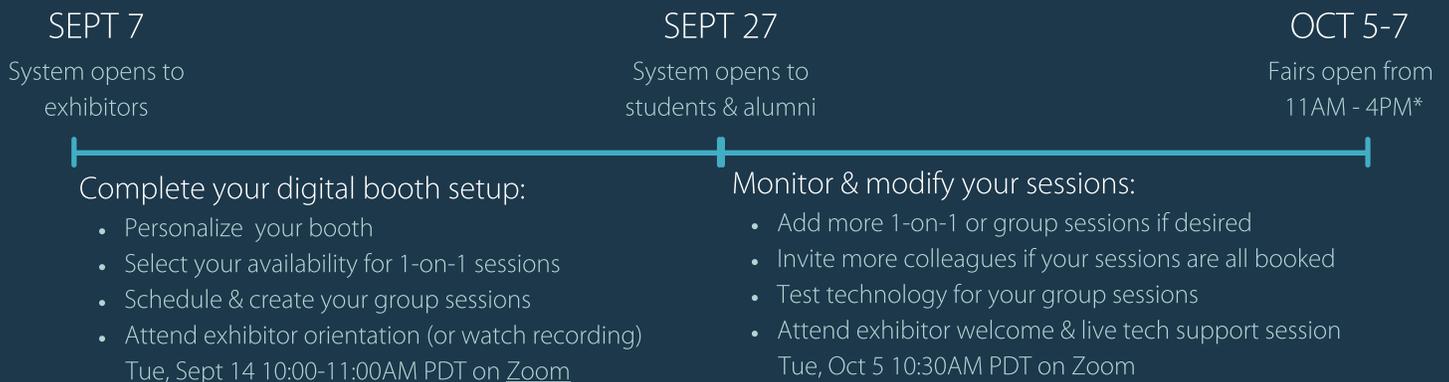
# WEST COAST VIRTUAL FAIRS

## Career, Volunteer & Graduate Schools

### 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



\*You are not expected to attend the entire duration of the fair and we encourage you to set a schedule that would work best for you.

### 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 2-5 digital booths depending on your package. 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 and alumni. 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 only if they are taking shifts. Due to video bandwidth concern, only one representative should be logged into their Eventus booth at a 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 booths may be purchased at \$30 per booth on our [Eventbrite registration](#) page by Sept 24.

# 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

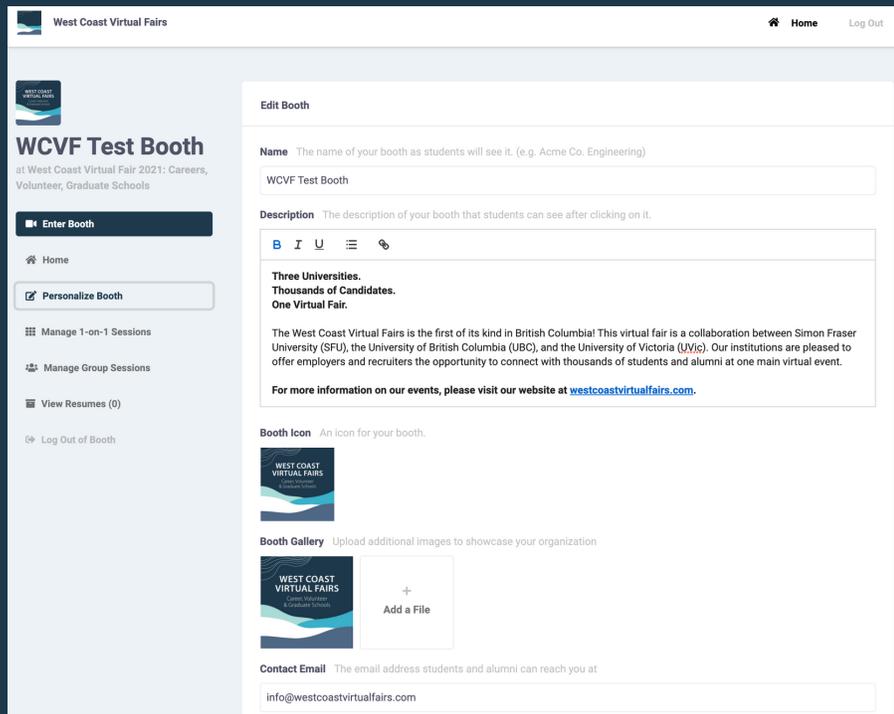
Introduce your organization to our students and alumni by including an informative booth description and an optional photo gallery. Consider including the following:

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

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)
- ← Upload images to showcase your organization
- ← This email will be visible to all students & alumni

## 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.

**WCVF Test Booth**  
at West Coast Virtual Fair 2021: Careers, Volunteer, Graduate Schools

Enter Booth

Home

Personalize Booth

Manage 1-on-1 Sessions

Manage Group Sessions

View Resumes

Log Out of Booth

**10/05/2021**  
You are marked as available for the following times. Click on a time to change its status.

11:00 AVAILABLE	11:15 AVAILABLE	11:30 BOOKED	11:45 AVAILABLE	12:00 AVAILABLE	12:15 AVAILABLE	12:30 AVAILABLE	12:45 AVAILABLE
01:00 UNAVAILABLE	01:15 UNAVAILABLE	01:30 UNAVAILABLE	01:45 UNAVAILABLE	02:00 AVAILABLE	02:15 AVAILABLE	02:30 AVAILABLE	
02:45 AVAILABLE	03:00 AVAILABLE	03:15 AVAILABLE	03:30 AVAILABLE	03:45 AVAILABLE			

**10/06/2021**  
You are marked as available for the following times. Click on a time to change its status.

11:00 AVAILABLE	11:15 AVAILABLE	11:30 AVAILABLE	11:45 AVAILABLE	12:00 AVAILABLE	12:15 AVAILABLE	12:30 AVAILABLE	12:45 AVAILABLE
01:00 UNAVAILABLE	01:15 UNAVAILABLE	01:30 UNAVAILABLE	01:45 UNAVAILABLE	02:00 AVAILABLE	02:15 AVAILABLE	02:30 AVAILABLE	
02:45 AVAILABLE	03:00 AVAILABLE	03:15 AVAILABLE	03:30 AVAILABLE	03:45 AVAILABLE			

**10/07/2021**  
You are marked as available for the following times. Click on a time to change its status.

11:00 AVAILABLE	11:15 AVAILABLE	11:30 AVAILABLE	11:45 AVAILABLE	12:00 AVAILABLE	12:15 AVAILABLE	12:30 AVAILABLE	12:45 AVAILABLE
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? Eventus platform automatically adjusts the time based on your local time zone.

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 (Oct 4). 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, 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 the interface for the West Coast Virtual Fair Test Booth. On the left, there is a sidebar with the booth name, a link to help, and a list of upcoming sessions. The main area displays a video feed placeholder with a 'Camera & Mic off' indicator. Below the video feed is a control bar with icons for 'Turn on', 'Unmute', 'Chat', 'Share', 'More', and 'Network'. A 'Camera and microphone blocked' notification is visible in the top right corner, with a red circle highlighting the camera icon in the browser's address bar. A red dialog box prompts the user to 'Unlock your camera/mic' with instructions: 1. Click the camera icon, 2. Select 'Always Allow', click Done, 3. Refresh the page. A red arrow points from the notification to the dialog box.

West Coast Virtual Fair  
Test Booth's Booth  
at West Coast  
Virtual Fair 2021:  
Careers, Volunteer,  
Graduate Schools

Experiencing Issues? Try  
Switching to the Google Chrome  
Browser.

Help Back to Home

UPCOMING SESSIONS  
No Upcoming Sessions

IN THIS CALL

West Coast Virtual  
Fair Test Booth  
(You)

See who is in the room  
or waiting area

Turn on Unmute Chat Share More Network

Camera & Mic off

Turn on share screen feature

Unlock your camera/mic

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

Test Booth 3's camera is off  
video off

Camera and microphone blocked

This page has been blocked from accessing your  
camera and microphone.

Always allow https://  
westcoastvirtualfairs.eventus.io to access your  
camera and microphone

Continue blocking camera and microphone  
access

Microphone: Default - Microphone Array (...)

Camera: Integrated Webcam (Obda55...)

This page may need to be reloaded before the new  
settings take effect.

Manage Done

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

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

Toggle on and off  
camera and microphone

Open the text-based  
chat window

Click on "More" to  
view setting options

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](mailto:support@eventus.io) or consult with your IT team.

Need technical support? Join us at our upcoming exhibitor orientation session with Eventus on Tuesday, September 14, 10:00-11:00AM PDT 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**  
10/05/2021 1:00pm  
Note: Times are in your local time zone: PDT

**End Date**  
10/05/2021 2:00pm  
Note: Times are in your local time zone: PDT

**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 (Oct 5-7, 11AM-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.

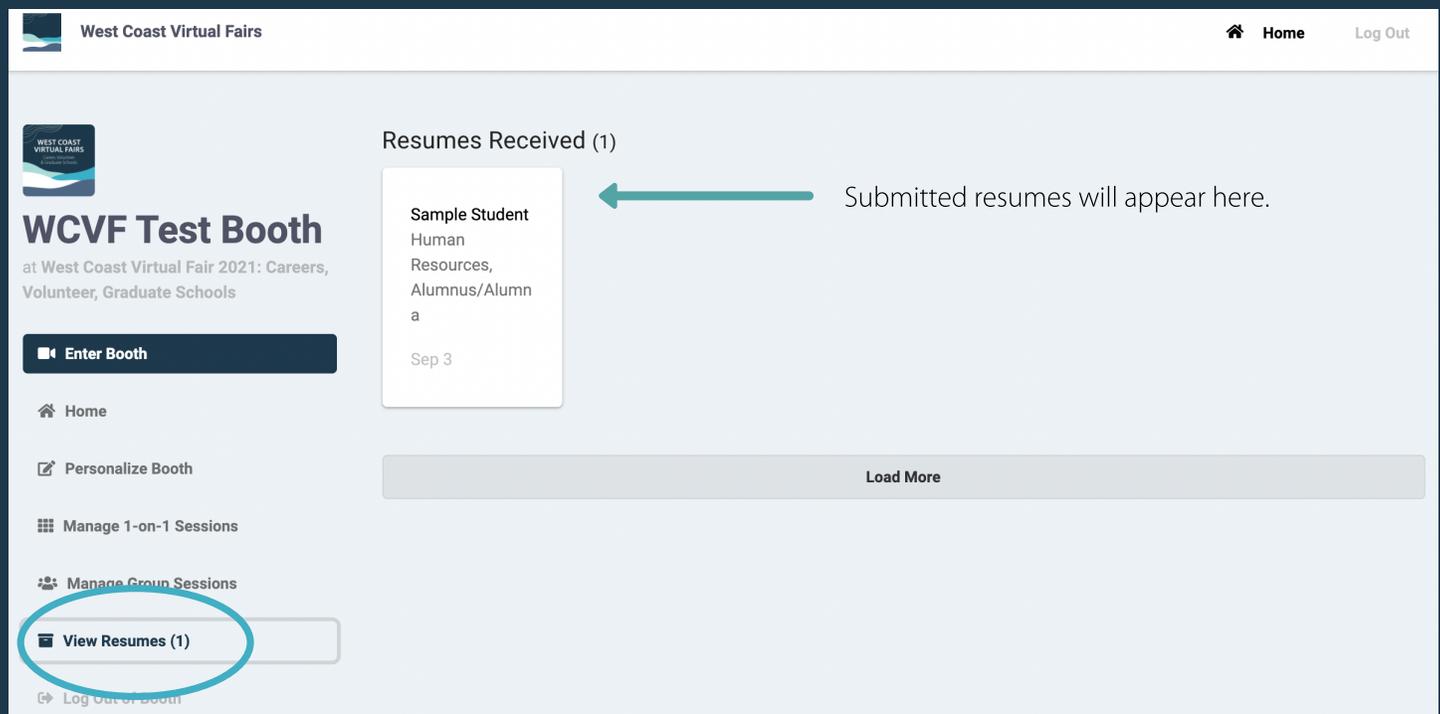
Determine your maximum capacity based on your session format and system limit. This number cannot be changed once students begin registering for your session.

## 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!

## Resume Drop-off Feature

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



The screenshot displays the 'West Coast Virtual Fairs' booth interface. On the left sidebar, the 'View Resumes (1)' button is circled in red. The main content area shows 'Resumes Received (1)' with a sample resume card for 'Sample Student Human Resources, Alumnus/Alumna' dated 'Sep 3'. A teal arrow points from the text 'Submitted resumes will appear here.' to the resume card. A 'Load More' button is visible at the bottom of the resume list.

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:

West Coast Virtual Fair Test Booth  
at West Coast Virtual Fair 2021:  
Careers, Volunteer, Graduate Schools

0 Booth Views      0 Reservations

Grid View   List View   Hide Unavailable Slots   Favorites Only

✓ 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.

Group Sessions  
Note: All times are in PDT

OCT 5, 01:00 PM TEST GROUP SESSION (0/25)

Tuesday, October 5  
Note: All times are in PDT

11:00 AM AVAILABLE - STUDENTS WILL BE ABLE TO BOOK THIS TIME SLOT.

11:15 AM AVAILABLE - STUDENTS WILL BE ABLE TO BOOK THIS TIME SLOT.

11:30 AM AVAILABLE - STUDENTS WILL BE ABLE TO BOOK THIS TIME SLOT.

Enter Booth  
Home  
Personalize Booth  
Manage 1-on-1 Sessions  
Manage Group Sessions  
View Resumes (0)  
Log Out of Booth

Quick statistics on traffic and reservations

**IMPORTANT:** If you do not see this message, go back to 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 in the slot

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

West Coast Virtual Fair Test Booth  
at West Coast Virtual Fair 2021:  
Careers, Volunteer, Graduate Schools

Enter Booth  
Home  
Personalize Booth  
Manage 1-on-1 Sessions  
Manage Group Sessions  
View Resumes (0)  
Log Out of Booth

## On the Days of the Fair...

**IMPORTANT:** Check your session bookings regularly as students and alumni can continue to book sessions throughout the fair so 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 chosen video conferencing tool at least 5-10 minutes prior to your session start time.

# A Peak at the Student Side

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

Students can use keyword search and filter booths by industry, sector and more

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

Your booth will show up here when selected

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

**West Coast Virtual Fairs**

Search Booths

Filters

- BOOTH SFU Career & Volur**  
Click this card to learn more about this booth
- BOOTH UBC Student Involv**  
Click this card to learn more about this booth
- BOOTH UVic Co-op + Carec**  
Click this card to learn more about this booth
- BOOTH WCVF Test Booth**  
Click this card to learn more about this booth

**BOOTH WCVF Test Booth**  
Learn more about this booth below.

**BOOK A SESSION** LEAVE RESUME

IMAGES

DESCRIPTION

**Three Universities. Thousands of Candidates. One Virtual Fair.**

The West Coast Virtual Fairs is the first of its kind in British Columbia! This virtual fair is a collaboration between Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic). Our institutions are pleased to offer employers and recruiters the opportunity to connect with thousands of students and alumni at one main virtual event.

For more information on our events, please visit our website at [westcoastvirtualfairs.com](http://westcoastvirtualfairs.com).

**BOOTH WCVF Test Booth**  
Learn more about this booth below.

← GO BACK

GROUP SESSIONS  
Note: All times are in PDT

- GROUP INFO SESSION**  
OCT 5, 01:00 - 02:00 PM (0/25)
- ROUND TABLE DISCUSSION**  
OCT 6, 12:00 - 01:00 PM (0/50)
- DROP-IN SESSION**  
OCT 7, 02:00 - 03:30 PM (0/50)

1-ON-1 SESSIONS  
Note: All times are in PDT

Oct 5, 2021

11:00	11:15	11:30	11:45	12:00	12:15
12:30	12:45	02:00	02:15	02:30	02:45

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 feedbacks, please reach out to us.

**The West Coast Virtual Fairs Team,**

A collaboration between SFU, UBC & UVic

[info@westcoastvirtualfairs.com](mailto:info@westcoastvirtualfairs.com) | [westcoastvirtualfairs.com](http://westcoastvirtualfairs.com)

## Special Thanks to Our Sponsors

