# Platform Instructions for Attendees:

## STEP 1: JOIN THE EVENT

[Start by signing in to the platform.](#) You should see the IBPSA-USA Career Fair 2024 event. Click on the event (see Image 1)



*Image 1: IBPSA-USA Career Fair 2024 event page*

Your webpage will look like Image 2. The blue **Register** button will appear, even if you have already registered. This is normal - click the **Register** button.



*Image 2: Click on the blue Register button (even if you have already registered)*

When you are redirected, click on **Join Event**, as shown in Image 3.



*Image 3: Click on "Join Event" button.*

Congratulations, you are now inside the platform! You will be directed to a preview of the event (as shown in Image 4). The icons on the left-hand side will be greyed out.

The chat box on the right-hand side will be filled with messages from our different employers. They will post a message with the name of their company and their availability for 1:1 meetings. After previewing the Expo Booths, view this chat to schedule your 1:1 meetings (See the steps below).

To view the list of available Booths, click the left-facing arrow under the *Links to Expo Booths Here!* message.



*Image 4: Preview of inside the event*

## STEP 2: PREVIEW EXPO BOOTHS PRIOR TO CAREER FAIR DAY

To view a company's booth, click on the link below their company name in the pane on the right of the webpage (Image 5). This will redirect you to the selected company's booth.
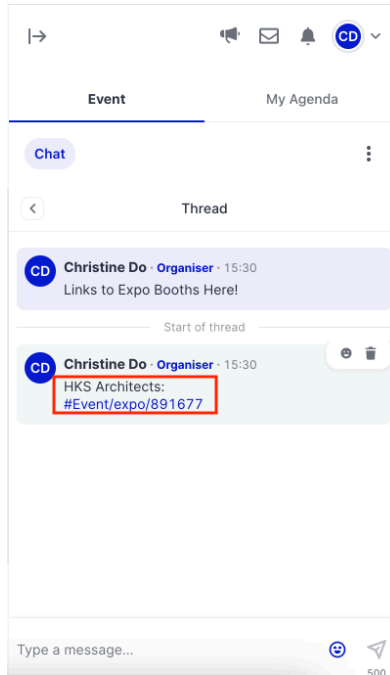


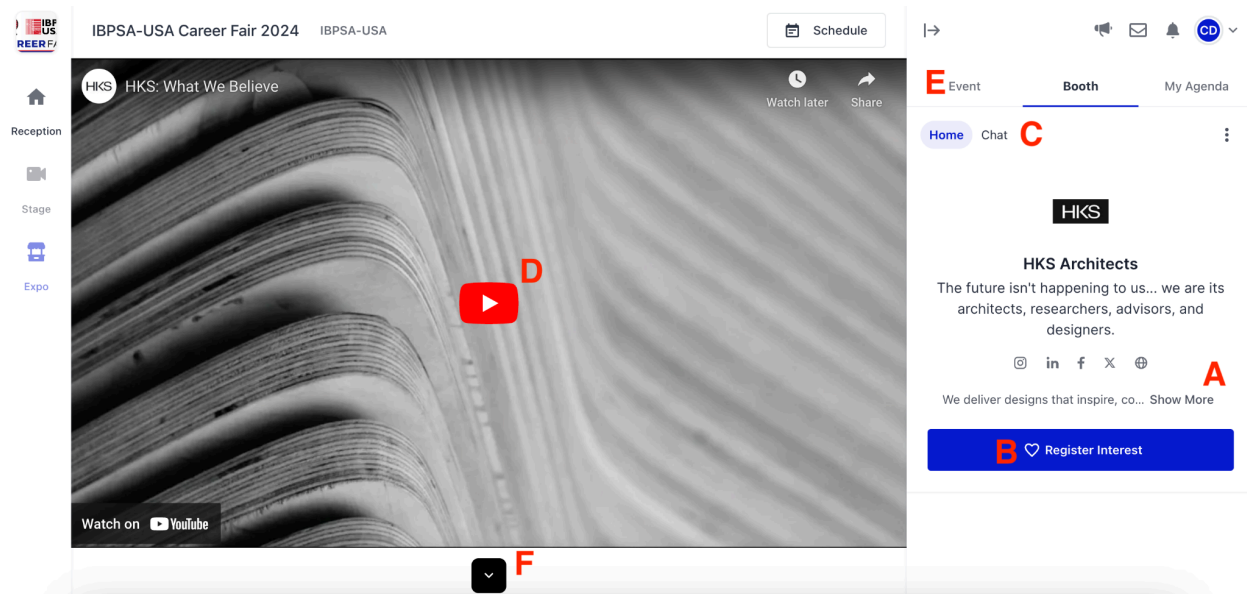*Image 5: Click on the link below the company name to access the booth.*

*Image 6: Functionality inside the booth (set up meetings and look at open positions)*

Inside the booth (see Image 6 above), you will be able to:

  A.  Click Show More to learn more about the company.
  B.  Click to show your interest in the company or be redirected to an external link.
  C.  Click "Chat" to view any chat messages for this booth.
      a.  NOTE: Chats posted here are public and can be viewed by all attendees.
  D.  If the employer has a video preview, click here to view the video.
  E.  To go back to the event chat and view the other booth links, click Event.
  F.  To review more information about the booth, including the resume upload link, click the dropdown arrow here.



**Upload Your Resume Here:** https://forms.gle/oWA79RohDP4Adr7m8

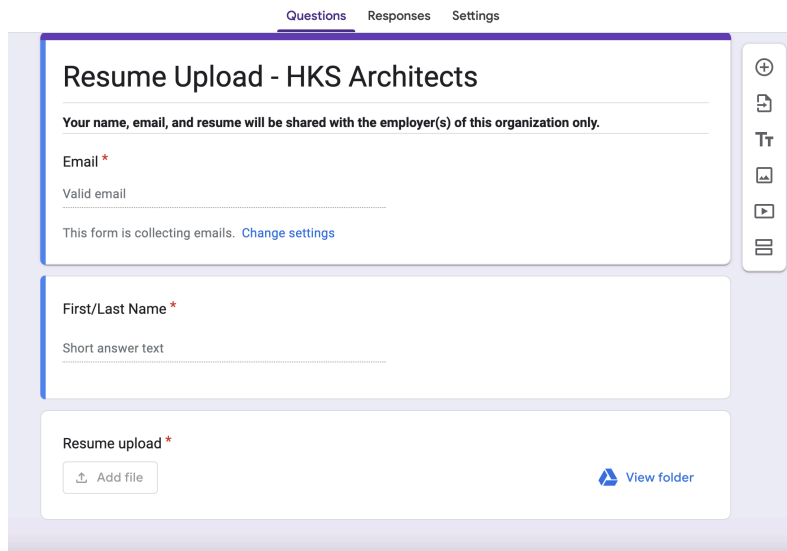*Image 7: Scroll down to look at the resume upload link.*

Each booth will have a **resume upload link** at the bottom of their booth (Image 7). If you are interested in submitting your resume to the company, click on the link to be redirected to a Google Form (Image 8).

  ● *NOTE: You will need to be signed in to Google Drive to upload a resume. If you do not have a Gmail account, please email your resume to admin@ibpsa.us and indicate which*

*employer(s) you would like to receive your resume.*

The form will ask for your email, name, and resume file.
- *NOTE: Your name, email, and resume will be shared only with the employer(s) of the organizations where you choose to access their specific form and upload your resume. Your resumes will be kept on file for 30 days after the event.*
  - *Uploading a resume is* not *considered an application for any or all open positions.*



*Image 8: Resume Upload google form*

## STEP 3: SCHEDULE 1:1 MEETINGS

Click Reception on the left-hand menu to be directed to the home page (Image 9). **Employers will post in the event chat their company name and availability, allowing you to schedule a 1:1 meeting with them.** For example, to schedule a 1:1 meeting with Christine Do, click on Christine's name and then click Schedule a meeting (Image 10).
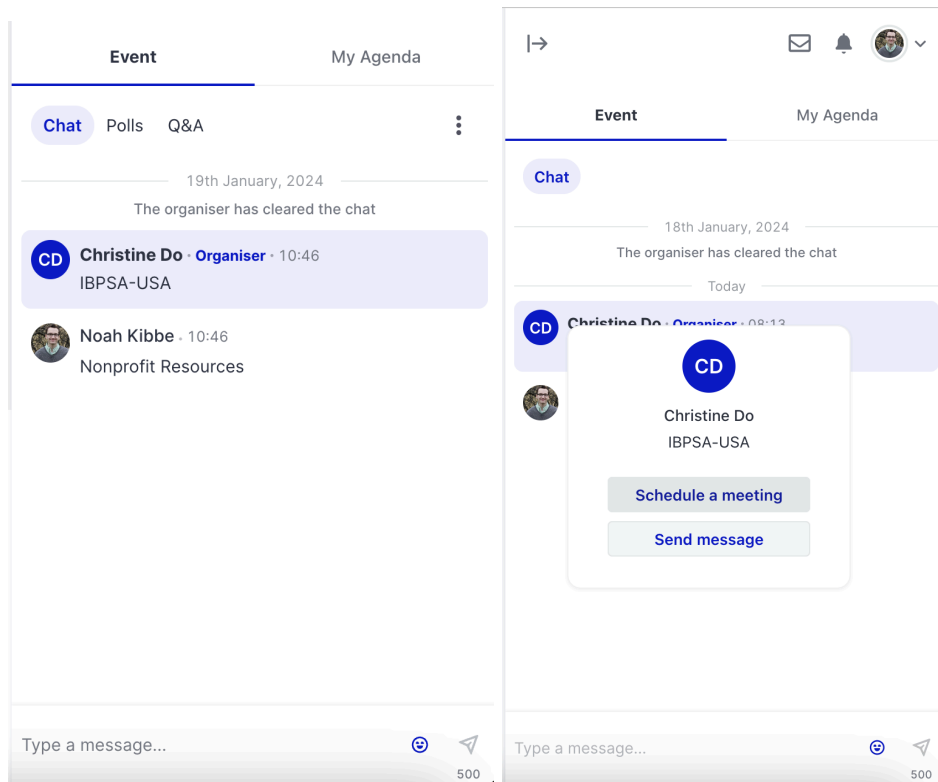
*Image 9: Reception Home Page*



*Image 10: Click on the name and schedule a meeting*

*Image 11: Scheduling Form*

Details on scheduling 1:1 meetings (see Image 11 above):

- **Meeting Title:** We recommend naming the meeting "1:1 with [Your Name Here]"
- **Date:** 02/09/2024
- **Start Time and End Time:** Please choose an increment of 15 minutes. If employers have a meeting scheduled during that time, you will not be able to schedule a meeting and we ask that you choose a different time. Refer to the employer's Booth or chat message to view their availability.
- **Mutually Available Times:** This will show you meeting times the employer is free. If you select one of these, please adjust the meeting length to be five minutes.
- **Select Meeting Guests:** If an employer has 2+ members, please schedule a meeting with both. This information should be available in their Booth and the Event chat.
- **Location:** Please leave this set to Virtual meeting.
- **Meeting Description:** Enter any message you would like to leave for the employer.

**You will receive a notification stating if the employer has accepted or declined your meeting (Image 12).**
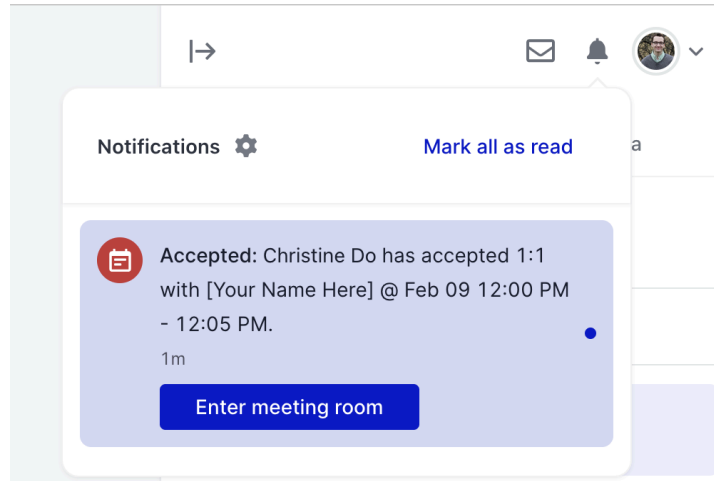
*Image 12: Notification for the status of the meeting*

To view your scheduled meeting(s), click **My Agenda** on the right-hand side of the event. Click the dropdown arrow to view more details about your event and to enter the meeting room.
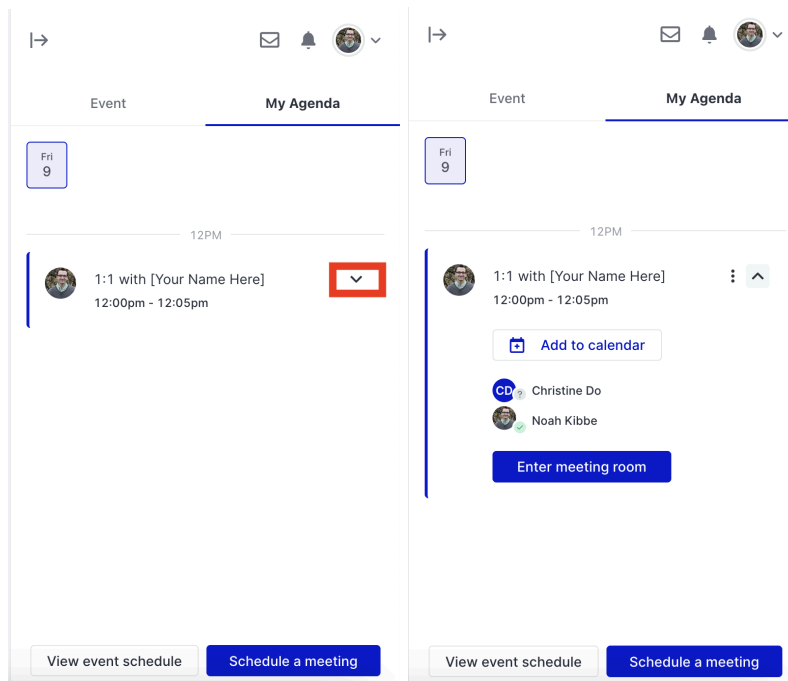


*Image 13: Access "My Agenda" during the event*

***Note on Private vs. Public Chats****: Any messages sent in the Event, Session, or Booth chat are public and can be viewed by any other user. Messages sent to a specific individual will be private.*

To send a private message to an employer, click on their profile in the chat and select Send message (as shown in Image 14). These messages will be private between you and the employer.
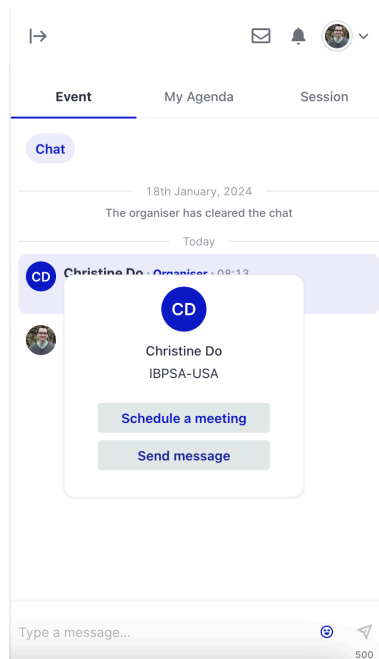


*Image 14: Option to send private messages*

**STEP 4: CHECK THE PLATFORM REGULARLY**

Employer registration closes Wednesday, February 7th, so be sure to check the web page regularly for any additional employer information.

If you have any questions during the event, visit the IBPSA-USA Help Desk Booth.