

## Platform Instructions for Employers

### To Do

- **Make sure your booth is setup based on the instructions provided here.**
- **Send your availability in the Event chat based on the steps mentioned in this document for 1:1 Meetings. Attendees will not be able to schedule meetings with you until you post in the Event chat.**

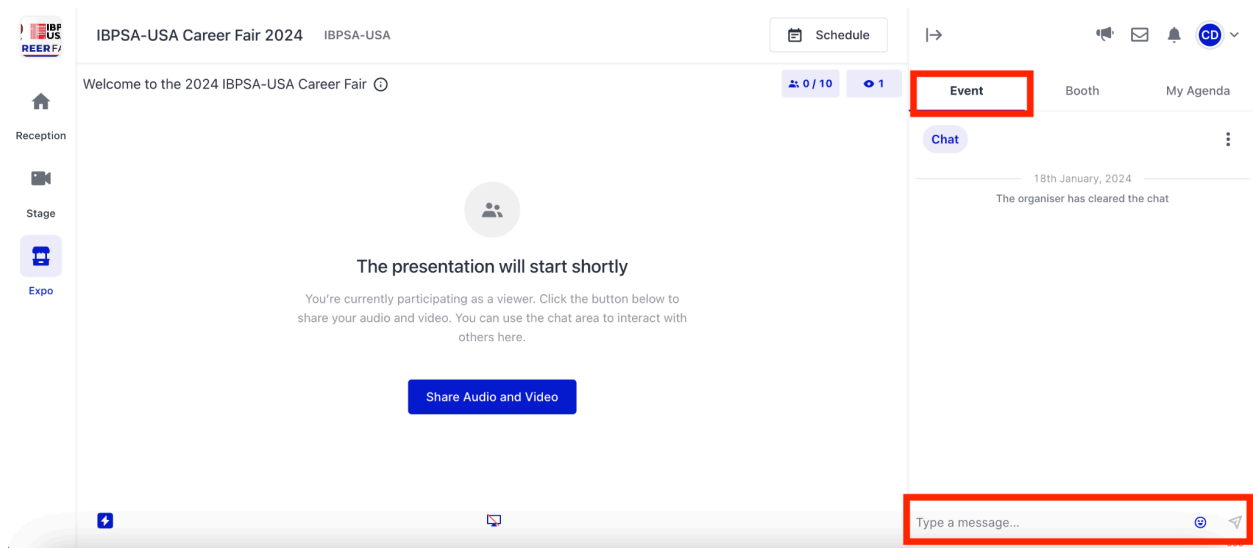
### How Will 1:1 Meetings Between Employers and Attendees Be Scheduled?

A key feature of a career fair is to facilitate interaction between employers and attendees. Attendees will be able to schedule meetings with you using the Career Fair platform. These are private, 1:1 meetings where attendees can ask questions about your company and learn more about open positions. These meetings are different from the general, open-group, drop-in discussions that can occur at your booth in the downtime where there are no scheduled meetings.

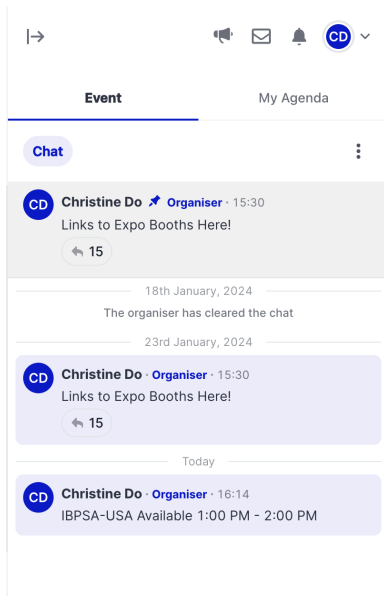
***To facilitate this feature, we ask that you include your availability during the Career Fair in your booth's "Additional Information" section. (This is only relevant if you do not plan to be "online" during the entire duration of the career fair). Attendees will be encouraged to reference this section when reviewing booths to set-up 1:1 meetings.***

The platform system will not allow attendees to schedule meetings during overlapping times. (ex: if you already have a meeting scheduled 1-1:15 PM, then a prospective attendee will not see an available slot until 1:15 PM). You have the ability to accept/decline incoming meeting invitations from attendees.

**IMPORTANT:** To activate this scheduling feature, you must first post a message in the Event chat. Once this initial message is sent, attendees can then click on your profile and send you a meeting invitation.

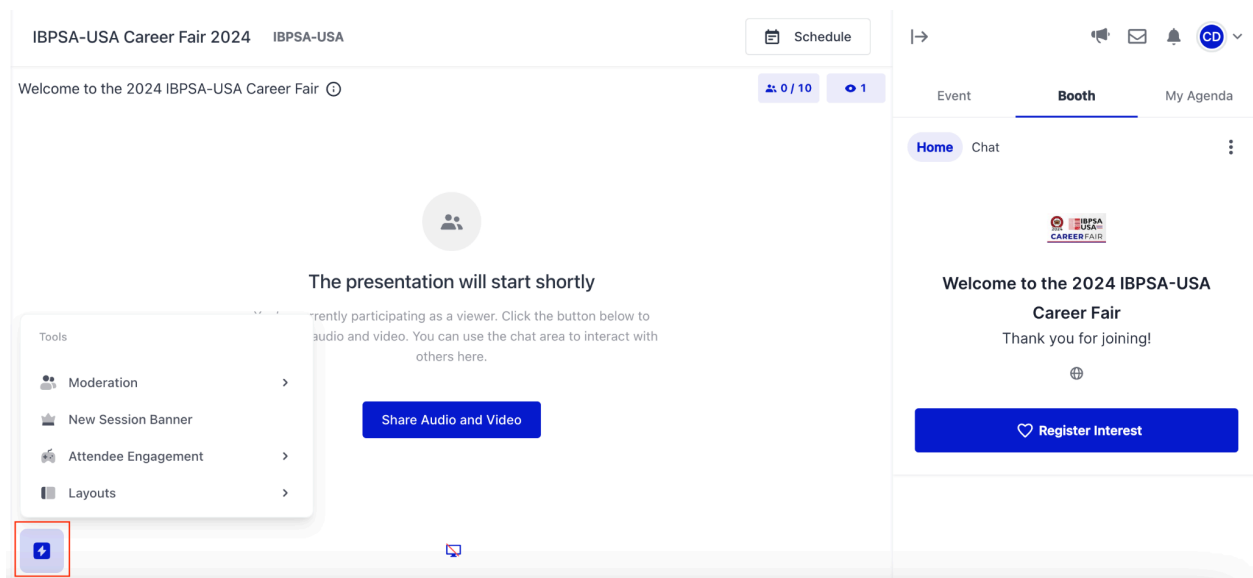


1. You can send a message in the Event chat from any page on the event preview. Your screen should look like the above screenshot.
2. **Click the “Event” tab on the right side of your screen. In the “Type a message” box at the bottom, post your company name and the time(s) you will be available during the Career Fair.**
  - a. If you have more than one team member that will be conducting 1:1 meetings (ex. During different shifts), please have *each employer post their availability*.
    - i. Attendees will only be able to schedule meetings through the chat feature.
3. Once complete, your “Event” chat should look like the following:



## What Can I Do During Any Down Time?

If you do not have any 1:1 meetings scheduled, we encourage you to remain active in your Booth. Attendees will be encouraged to visit booths and have more informal interactions with employers when they do not have 1:1 meetings scheduled. Attendees will have the option to keep their camera/audio on or off and remain anonymous while in the expo booths. You can address them as a whole or have conversations with on-camera/audio attendees.



As an employer, you will have access to Host Controls in your booth space:

- Moderation: Allows you to manage attendees that are in your booth.
- New Session Banner: Create an announcement that will appear for all attendees.
- Attendee Engagement: Turn on/off the “confetti” feature (when the mouse is clicked by an attendee, a burst of confetti will appear; we recommend disabling this feature).
- Layouts: Change the way video panels look in your booth.

Attendees will see the same view but without the host controls. They will also have the ability to share audio/video.

When you are not in your Expo Booth, we recommend uploading a slide that shares more information about your company or a YouTube video that attendees can view.

You can toggle between these two views (live representative or placeholder slide/video) depending on your team’s availability.

## How Will I Receive Resumes?

We have created a Google Form for each employer company and pasted the link in your Additional Information box in your Booth. A spreadsheet with results from this form will be shared with each member of your employer team before the event. Please let [admin@ibpsa.us](mailto:admin@ibpsa.us) know if you would like to share this access with anyone else. You can download the resumes directly from this spreadsheet and this will remain available after the Career Fair concludes.