EVENTUS

5 Tips to Properly Prepare for the Virtual Fair

Here are 5 tips that we recommend to ensure that you have a smooth experience during the day of the virtual fair.

Tip 1 - Keep Your Booth Credentials Safe

When your career fair coordinator sends your email invite to set up your booth, you will receive a set of booth credentials to login to your booth.

It is important that you save these credentials in a safe place because these credentials are unique to your booth.

If a colleague will be setting up your booth, you can forward the credentials to your colleague. When doing so, please let your colleague know to save the credentials accordingly.

If you lose these credentials, you will need to notify your career fair coordinator so that she can send you a new set of credentials.

## Tip 2 - Make Sure your Video Room Works Properly on your Browser
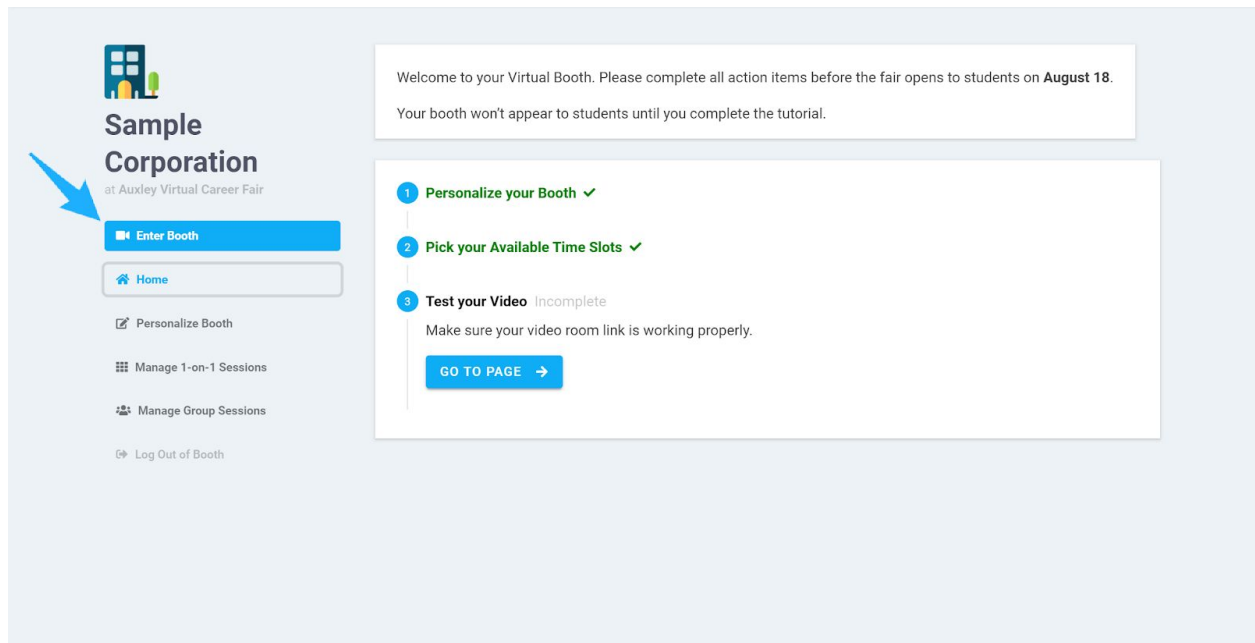
On the day of the virtual fair, you will be video chatting with students that booked videochat times at your booth. Each booth comes equipped with its own browser-based video room that you can use to video chat with the students.

If you plan to use the booth's video room, please make sure that the video room works properly on your browser **_before the day of the event_**. We recommend using Chrome for best performance. (The video room is compatible on all major browsers including Chrome, Firefox, Safari, and Edge).

Here are some of the top reasons why the video room may not be working on your browser:
- [Video Room Troubleshooting Tips](#)
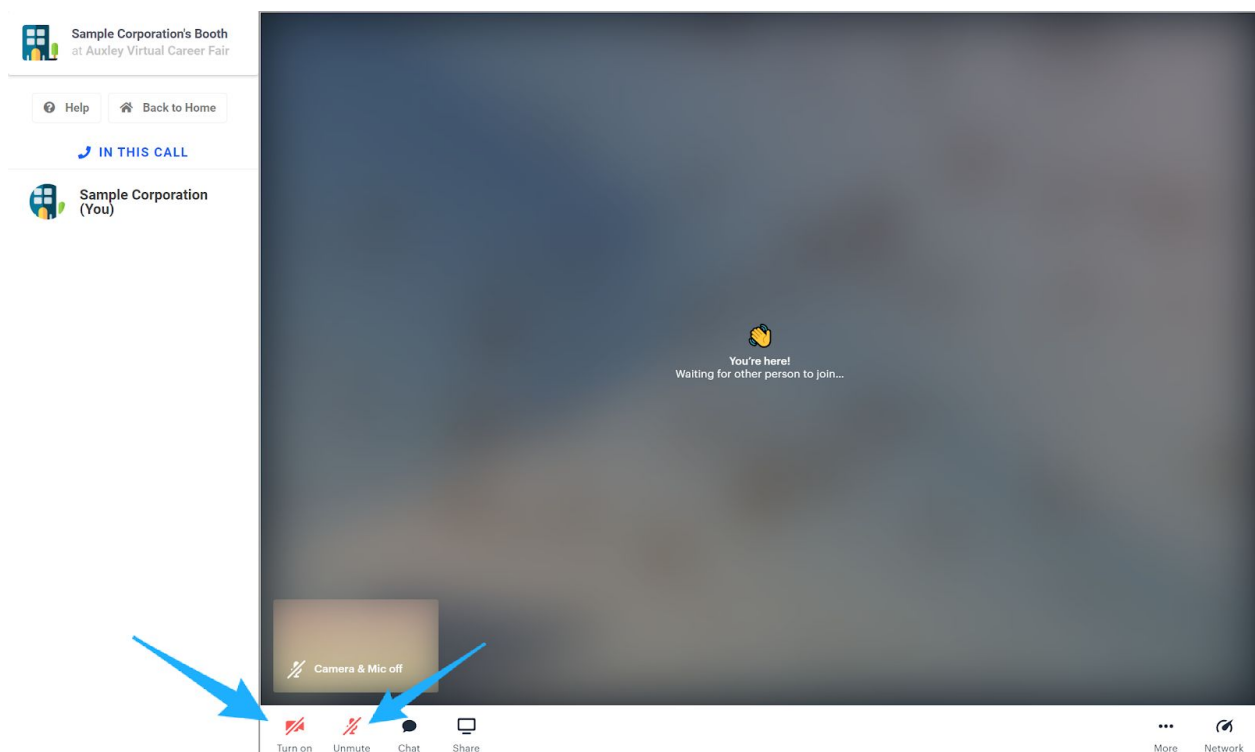
In your video room, you should make sure that your browser's camera and mic permissions are enabled so that you can properly turn on the video room's camera + mic and video chat with the students.

Using your own video room

Alternatively, instead of using the booth's in-built video room, you can specify your own video room link for your 1-on-1 sessions if you prefer to use your own video room provider (Zoom, Teams, etc.):

By doing so, students will be directed to your personal video room when they book 1-on-1 video chat sessions with you.

If you are using your own video room, please make sure that the video room link that you share has the proper permissions enabled so that students will not have trouble entering your personal video room.

## Tip 3 - Make Sure you've Reviewed your Availability

Your booth will have a set of times available for students to book 1-on-1 video chats with you. Make sure that you've reviewed the times and have confirmed that you will be available for the times available at your booth.

If you will not be available at a specific time or if you want to set breaks in between your 1-on-1 sessions, please make sure to mark yourself as unavailable during those times.

If a student may have already booked a video chat timeslot with you, you can still retroactively cancel the session.

Tip 4 - Review your Bookings

When students join the fair, they can begin booking video chat sessions with you. Before the day of the event, you should take some time to review who you will be speaking with to better prepare for your conversations and gauge your candidates.
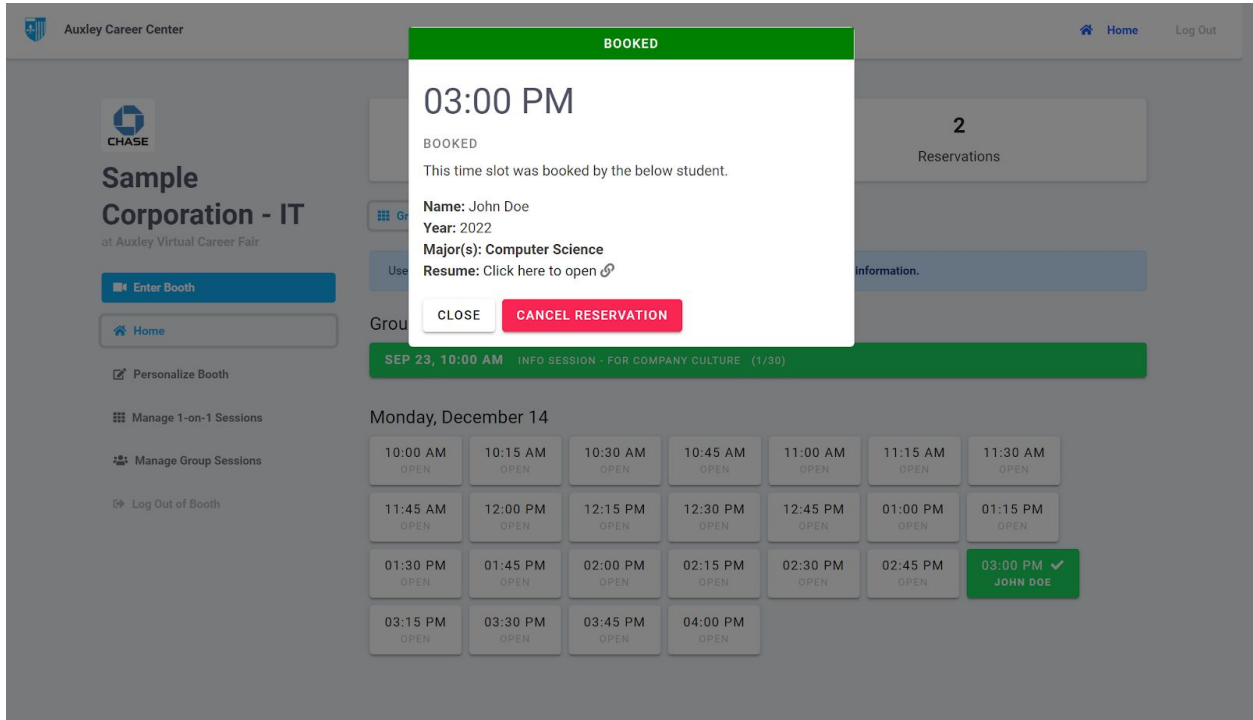
By clicking on a booking, you can see information like a student's resume, major, etc.

Tip 5 - Prepare a Set of Questions

To ensure that your video chats are smoothly organized, we recommend that you prepare a set of questions that you can ask each of your video chat participants.

Having a prepared set of questions will help you initiate your conversations and keep the flow of the conversation going smoothly.