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CREATING YOUR VIRTUAL BOOTH

ABC Engineering - Mechanical & Electrical

at McGill Fall Virtual Tech Fair Day 2

Enter Booth

Home

Personalize Booth

Edit Booth

Name The name of your booth as students will see it. (e.g. Acme Co. Engineering)

ABC Engineering - Mechanical & Electrical

Description The description of your booth that students can see after clicking on it.

B I U [List Icon] [Link Icon]

Company Overview:

ABC Engineering provides a full range of engineering services to both commercial and residential clients throughout the Montréal metro area.

Why Join Our Team?:

We don't hire individuals, we hire teams who work together to solve complex problems through innovation that ultimately drives progress. Connect your work to something bigger. Help shape a better future.

We are currently recruiting full-time and interns:

- Mechanical & Electrical Engineering
- Software & Computer Engineering

In this booth today:

- 1:1 Mini-Interviews: Benjamin Isaac, Sr. Technical Recruiter & Rachel Schafts, Sr. Recruiter
- Group Information Sessions: Rachel Schafts, Sr. Recruiter and Julie Godin, Director of Electrical Engineering

Graduating in 2020 or 2021? Schedule a 1:1 Mini-Interview with Recruiters - [Benjamin Isaac](#) or [Rachel Schafts](#)

We encourage all other students to attend our Group Info Sessions:

1pm: Rachel Schafts, Sr. Recruiter - Internships (Electrical & Mechanical)
• Learn about our Electrical & Mechanical Engineering internship opportunities and the application process for 2020-21

3pm: Julie Godin, Director of Electrical Engineering - Full-time (Electrical & Mechanical)
• Learn about Electrical and Mechanical Engineering full-time recruitment opportunities and the application process/timeline.

[ABC Engineering Website](#)
[Current Opportunities & Application Form](#)
[Meet the Team](#)
[Recent Projects](#)

Name:

- ✓ Each booth must be named differently so students can easily find it.
- ✓ Start with your company name 'ABC Engineering' and add a descriptor 'Mechanical & Electrical' or 'Internships'

Description:

Include as much information as possible in the 'Description' section:

- ✓ Company / team information
- ✓ Current opportunities & application process
- ✓ 1:1 Mini-Interview target audience
- ✓ Group Info Session details/schedule
- ✓ Utilize the **hyperlink** feature to link to external webpages, job portals, video links and more!

 Personalize Booth

 Manage 1-on-1 Sessions

 Manage Group Sessions

 Log Out of Booth



Preferred Majors & Graduation Years:

Only students with the 'Preferred Major(s)' & 'Preferred Graduation Years' you select can see your booth at the virtual fair.

YOUR BOOTH WILL NOT APPEAR FOR THE OTHER STUDENTS.

At least 1 of your booths needs to be visible to ALL 'Preferred Majors & Graduation Years' so it will appear to all students.

You are not required to schedule any 1:1 mini interviews in your booth that is open to ALL Majors & Grad Years.

We are currently recruiting full-time and interns:

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[ABC Engineering Website](#)

[Current Opportunities & Application Form](#)

[Meet the Team](#)

[Recent Projects](#)

Description:

Indicate your target audience (majors, any specific graduation years/months, your current opportunities)—students will be able to use the filtering tool to connect with employers that are looking for specific criteria.

Booth Icon An icon for your booth.



Logo:

Upload a square logo.

If you have technical issues, please contact us at

careers4engineers@mcgill.ca

Preferred Majors Only students with the selected major(s) can see your booth at the virtual fair

Business, Computer Science, Math, Architecture, Bioengineering, Bioresource Engineering, Chemical Engineering, Civil Engineering, Computer

Preferred Graduation Years Only students with the selected year(s) can see your booth at the virtual fair

2022, 2023, 2020 December, 2021 May, 2021 August, 2021 December, 2022 May, 2022 August, 2022 December

Contact Email for Students The email address students can reach you at

Industry Type

Aeronautical, Automotive, Chemicals, Defence, Consulting - Management, Environme

Contact Email for Students:

Don't forget to input a contact email for your organization (usually the person attending the fair or HR) so students can follow-up. This email is the only way students who register for chats/sessions will be able to contact you for any issues.

Save

1:1 MINI INTERVIEW SESSIONS



ABC Engineering - Mechanical & Electrical

at Virtual TechFair - McGill University - Faculty of Engineering

Enter Booth

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Manage 1-on-1 Sessions

Manage Group Sessions

Log Out of Booth

Students will be Directed to the following Link for your 1-on-1 Sessions:

https://mcgill-ecc.eventus.io/booth/booth-20/video_room

Use My Own Video Link

1:1 Mini-Interview Session:

By default, the 1:1 mini-interviews are hosted with the built-in Eventus platform video room (see next section for audio/video testing).

You can also enter your own link (Zoom, Teams, Webex) for 1:1 meetings. Students who sign up for 1:1 mini-Interview sessions will be directed to this link.

09/24/2020

You are marked as available for the following times. Click on a time to change its status.

08:00 UNAVAILABLE	08:15 UNAVAILABLE	08:30 UNAVAILABLE	08:45 UNAVAILABLE	09:00 AVAILABLE	09:15 AVAILABLE	
09:30 AVAILABLE	09:45 AVAILABLE	10:00 AVAILABLE	10:15 AVAILABLE	10:30 AVAILABLE	10:45 UNAVAILABLE	11:00 AVAILABLE
11:15 AVAILABLE	11:30 AVAILABLE	11:45 AVAILABLE	12:00 UNAVAILABLE	12:15 UNAVAILABLE	12:30 UNAVAILABLE	
12:45 UNAVAILABLE	01:00 AVAILABLE	01:15 AVAILABLE	01:30 AVAILABLE	01:45 AVAILABLE	02:00 AVAILABLE	02:15 AVAILABLE
02:30 AVAILABLE	02:45 UNAVAILABLE	03:00 AVAILABLE	03:15 AVAILABLE	03:30 AVAILABLE	03:45 AVAILABLE	04:00 AVAILABLE
04:15 AVAILABLE	04:30 AVAILABLE	04:45 AVAILABLE	05:00 UNAVAILABLE	05:15 UNAVAILABLE	05:30 UNAVAILABLE	
05:45 UNAVAILABLE	06:00 UNAVAILABLE	06:15 UNAVAILABLE	06:30 UNAVAILABLE	06:45 UNAVAILABLE	07:00 UNAVAILABLE	
07:15 UNAVAILABLE	07:30 UNAVAILABLE	07:45 UNAVAILABLE	08:00 UNAVAILABLE			

✓ AVAILABLE

✓ AVAILABLE

✓ UNAVAILABLE
Lunch break

✓ UNAVAILABLE
Breaks / swapping
representatives

✓ UNAVAILABLE
Logged off for the
day / Could also be
conducting Group
Info Sessions during
this time.



Indicating your 1:1 availability:

Indicate your availability by clicking on the times when you **will not** be available for chats (or else students will be booking 1:1 with you).

The event is open from **8am – 8pm**, but you are not expected to be present the entire time! Don't forget to book some time off for breaks, lunch, representatives swapping out, etc.!

Remember, only 1 representative can be logged into each booth at one time!

TEST & CONFIGURE A/V (AUDIO / VIDEO) FOR 1:1 MINI INTERVIEWS (with the built-in Eventus Platform)



It is very important to test your video/audio before the event, and make adjustments if necessary!

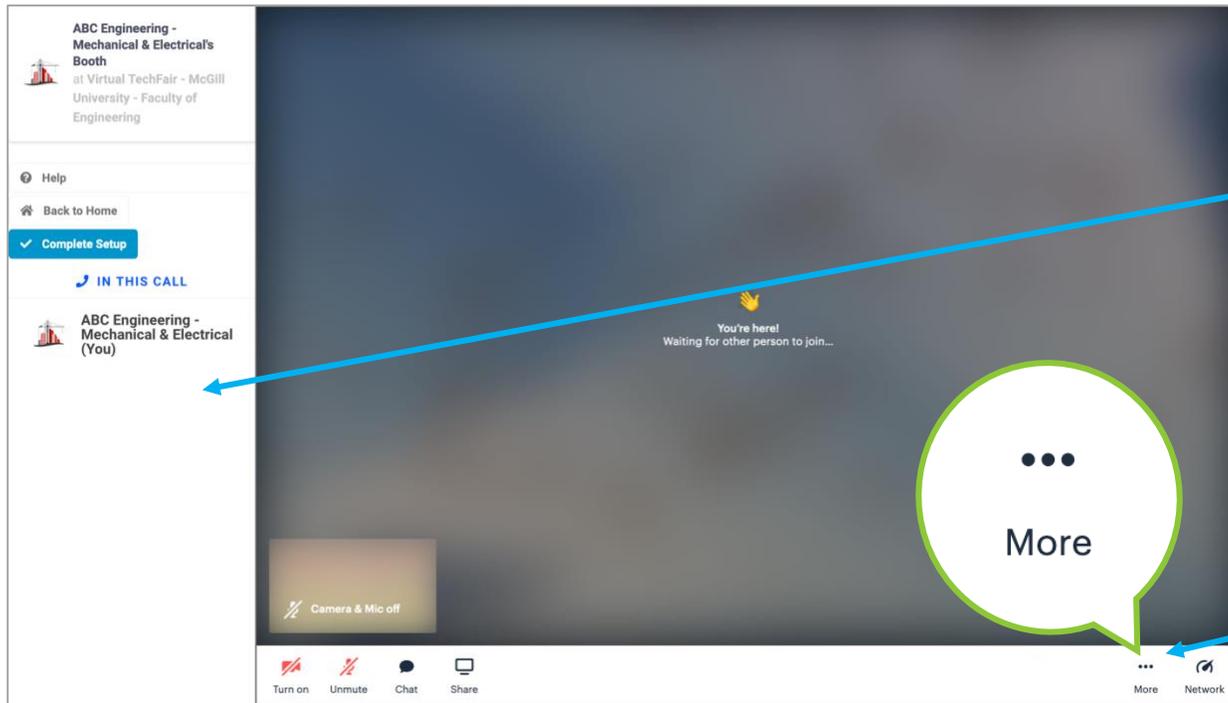
The chat and share screen icons can be used during 1:1 mini interview sessions.

You may need to enable camera/microphone first, depending on your web browser.

Once you are inside the video room, unmute your mic and turn on your video by clicking on the red icons (they should turn black when enabled).

Next to these icons are the chat and share screen icons to use when in 1:1 mini interviews sessions.

Click "allow" above to grant camera and microphone access.



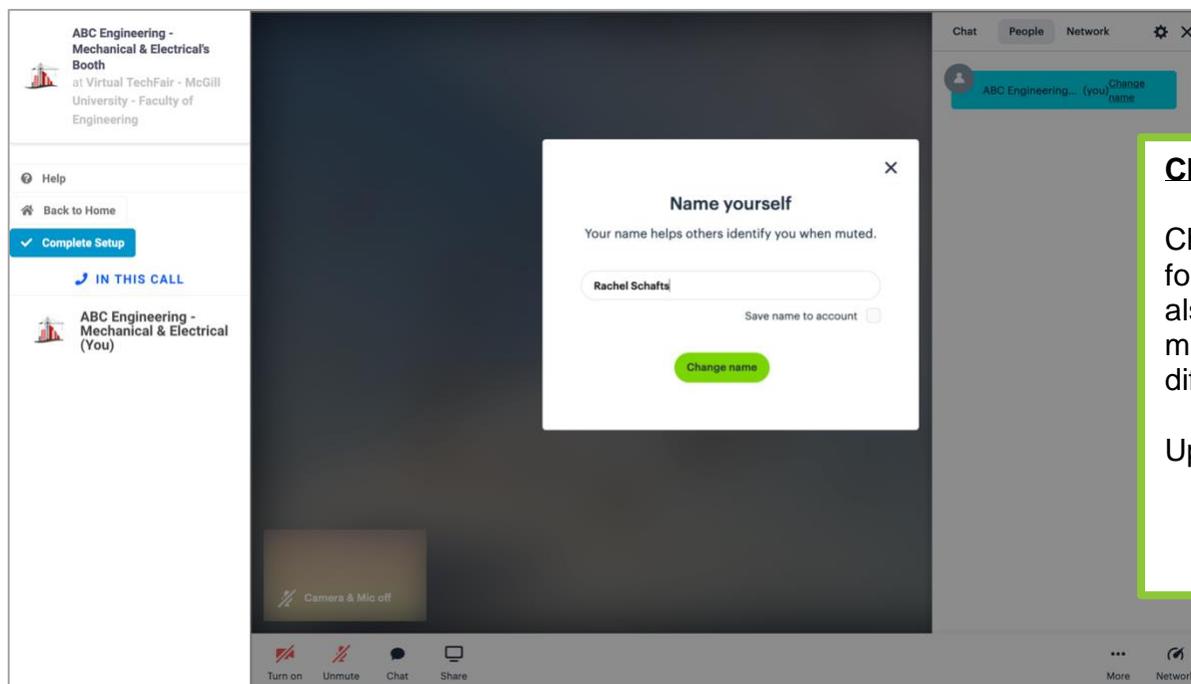
1:1 Waiting Area

When a student arrives for a 1:1 session, you will see the student's name appear in the left-hand panel 'waiting area'.

1:1 calls do not automatically end/start, so you need to be aware of the time, and when there is a student in the waiting area.

Audio/Video Controls

Click the ... More icon to access various controls including camera/mic and video quality settings.



Changing Name of 1:1 Representative:

Change name of person in 1:1 meeting for a more personalized interaction, and also to avoid confusion if you will have multiple people working in your booth at different times throughout the day.

Update name by selecting:

- ✓ ...More
- ✓ People
- ✓ Change name

GROUP SESSIONS



ABC Engineering - Mechanical & Electrical

at Virtual TechFair - McGill University -
Faculty of Engineering

Enter Booth

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Personalize Booth

Manage 1-on-1 Sessions

Manage 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

Create a Group Session:

For those interested in meeting more than 1 student at a time, you may host Group Session(s).

The format of these sessions is at your discretion.

Please note: you must provide an external web conferencing link to create these sessions (ex. Zoom, MS Teams, Webex)

Students will receive this link when they register for a group session at your booth.

Full-Time Info Session - Julie Godin, Director of Electrical Engineering

[Edit Information](#)

Session Name:

Include the topic of the info session, target audience, speakers name and business title.

Session Name

Full-Time Info Session - Julie Godin, Director of Electrical Engineering

Session Description

B I U  

Julie Godin, Director of Electrical Engineering, will talk about upcoming full-time opportunities for new graduates in electrical and mechanical engineering. She will discuss the application process and timeline for both December 2020 and May 2021 graduates.

Session Description:

Give as much detail as possible in the description about the session, so students can decide if it makes sense for them to attend instead of signing up for a 1:1.

Group Session Start/End Date:

Ensure that the start/end date of the session falls on Day 1 (Sept 23) or Day 2 (Sept 24) of the TechFair event.

Start Date

09/24/2020



3:00pm



End Date

09/24/2020



3:30pm



Video Room Link The link students will click to join the session

<https://zoom.us.abc/23456>

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

300

Video Room Link:

You must provide your own link (Zoom, MS Teams, Webex, etc).

RSVP Limit:

NOTE you cannot adjust the RSVP limit capacity of the Group Session once it is created. However, if you need to open up more spots for students, you can create another Group Session occurring at the same date/time with the same link as the original session.



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FULL-TIME INFO SESSION - JULIE GODIN, DIRECTOR OF ELECTRICAL ENGINEERING SEP 24, 01:00 - 01:30 PM (0/300)

[Click to access or edit session information](#)

[CREATE SESSION](#)

INTERNSHIP INFO SESSION - RACHEL SCHAFTS, SR. RECRUITER SEP 24, 01:00 - 01:30 PM (0/300)

[Click to access or edit session information](#)



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Group Sessions

0

Booth Views

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Reservations

Grid View

List View

Hide Unavailable Slots

Use this page to see the current state of your timeslots. Click on a session to view student information.

Group Sessions

SEP 24, 01:00 PM INTERNSHIP INFO SESSION - RACHEL SCHAFTS, SR. RECRUITER (0/300)

SEP 24, 03:00 PM FULL-TIME INFO SESSION - JULIE GODIN, DIRECTOR OF ELECTRICAL ENGINEERING (0/300)

Thursday, September 24

08:00 AM CLOSED	08:15 AM CLOSED	08:30 AM CLOSED	08:45 AM CLOSED	09:00 AM OPEN	09:15 AM OPEN	09:30 AM OPEN
09:45 AM OPEN	10:00 AM OPEN	10:15 AM OPEN	10:30 AM OPEN	10:45 AM CLOSED	11:00 AM OPEN	11:15 AM OPEN
11:30 AM OPEN	11:45 AM OPEN	12:00 PM CLOSED	12:15 PM CLOSED	12:30 PM CLOSED	12:45 PM CLOSED	01:00 PM OPEN
01:15 PM OPEN	01:30 PM OPEN	01:45 PM OPEN	02:00 PM OPEN	02:15 PM OPEN	02:30 PM OPEN	02:45 PM CLOSED
03:00 PM OPEN	03:15 PM OPEN	03:30 PM OPEN	03:45 PM OPEN	04:00 PM OPEN	04:15 PM OPEN	04:30 PM OPEN
04:45 PM OPEN	05:00 PM CLOSED	05:15 PM CLOSED	05:30 PM CLOSED	05:45 PM CLOSED	06:00 PM CLOSED	06:15 PM CLOSED
06:30 PM CLOSED	06:45 PM CLOSED	07:00 PM CLOSED	07:15 PM CLOSED	07:30 PM CLOSED	07:45 PM CLOSED	08:00 PM CLOSED

1:1 Mini-Interview Sessions:

✓ **AVAILABLE**
(square is white)

✓ **UNAVAILABLE**
(square is shaded)

Questions? Please contact careers4engineers@mcgill.ca for additional support.

We're in this together!



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