

# Health Fair 2020

This year Health Fair will be hosted virtually. Instead of connecting in person, you will have the chance to connect with our exhibitors through video chats that you can book in advance.

To take part in these video chats, you'll start by creating an event profile. Once you do so, you'll then be able to see the various exhibitors in attendance and begin booking video chats from there.

*Continue reading to learn how to take part in the event.*

## Health Fair 2020 Overview:

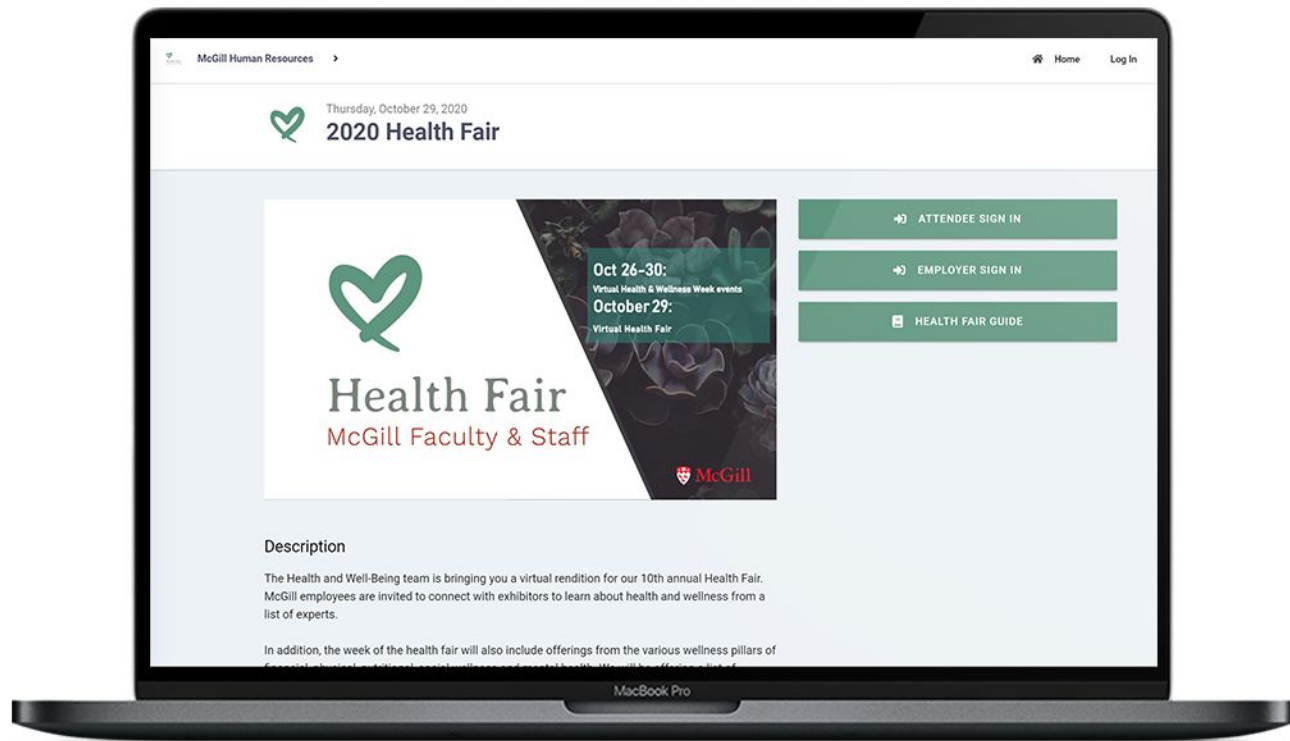
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# Event Page

When you first come to the event page, you will see preliminary event details on the event.

In order to begin taking part in the event and book video chats with exhibitors, you will need to set up an event profile by clicking on Attendee Sign-In.



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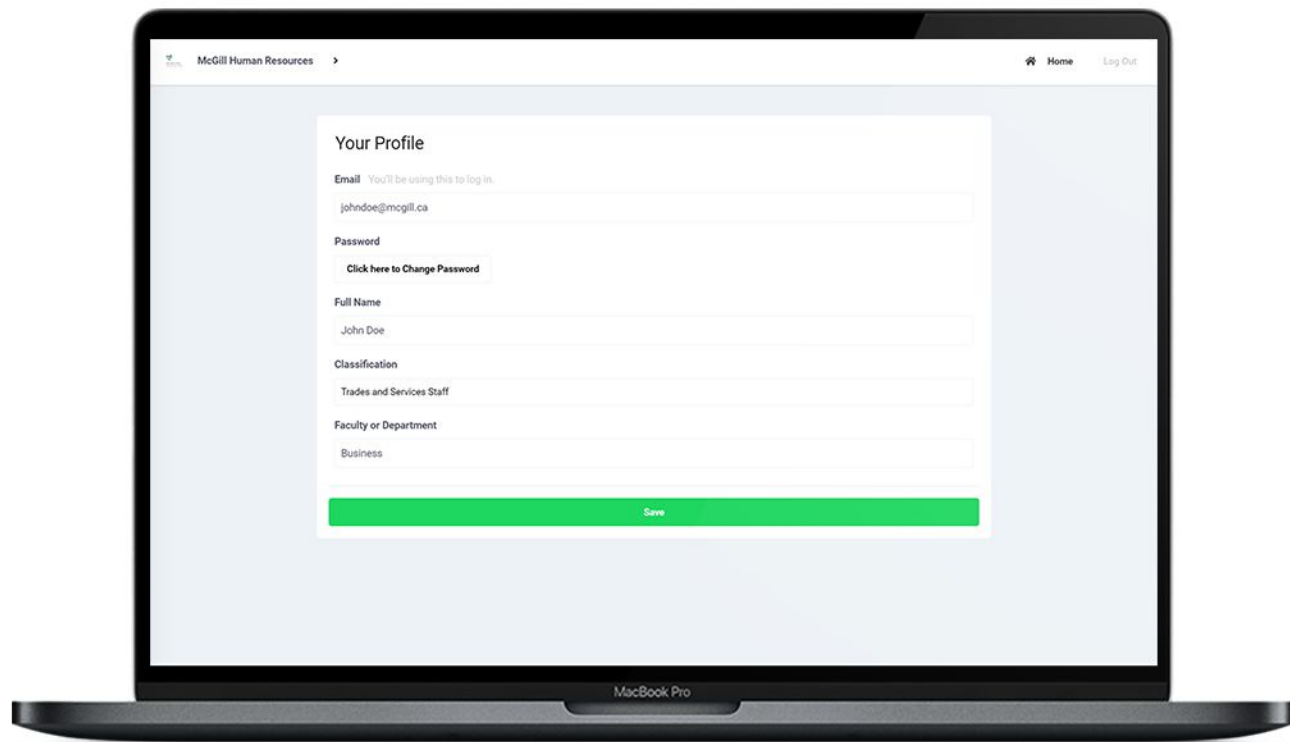
# Profile Setup

In order to take part in the event, you will need to set up an event profile.

The profile will require you to provide things like your classification, department, etc.

When setting up your profile you **MUST** use your @mcgill.ca or @mail.mcgill.ca email for the username.

This profile information will help our exhibitors better understand your background.



The image shows a laptop screen displaying a web form titled "Your Profile" on the McGill Human Resources website. The browser's address bar shows "McGill Human Resources" and the page has navigation links for "Home" and "Log Out". The form contains the following fields and elements:

- Email:** A text input field containing "johndoe@mcgill.ca". A note above the field says "You'll be using this to log in."
- Password:** A text input field with a link below it that says "Click here to Change Password".
- Full Name:** A text input field containing "John Doe".
- Classification:** A text input field containing "Trades and Services Staff".
- Faculty or Department:** A text input field containing "Business".
- Save:** A prominent green button at the bottom of the form.

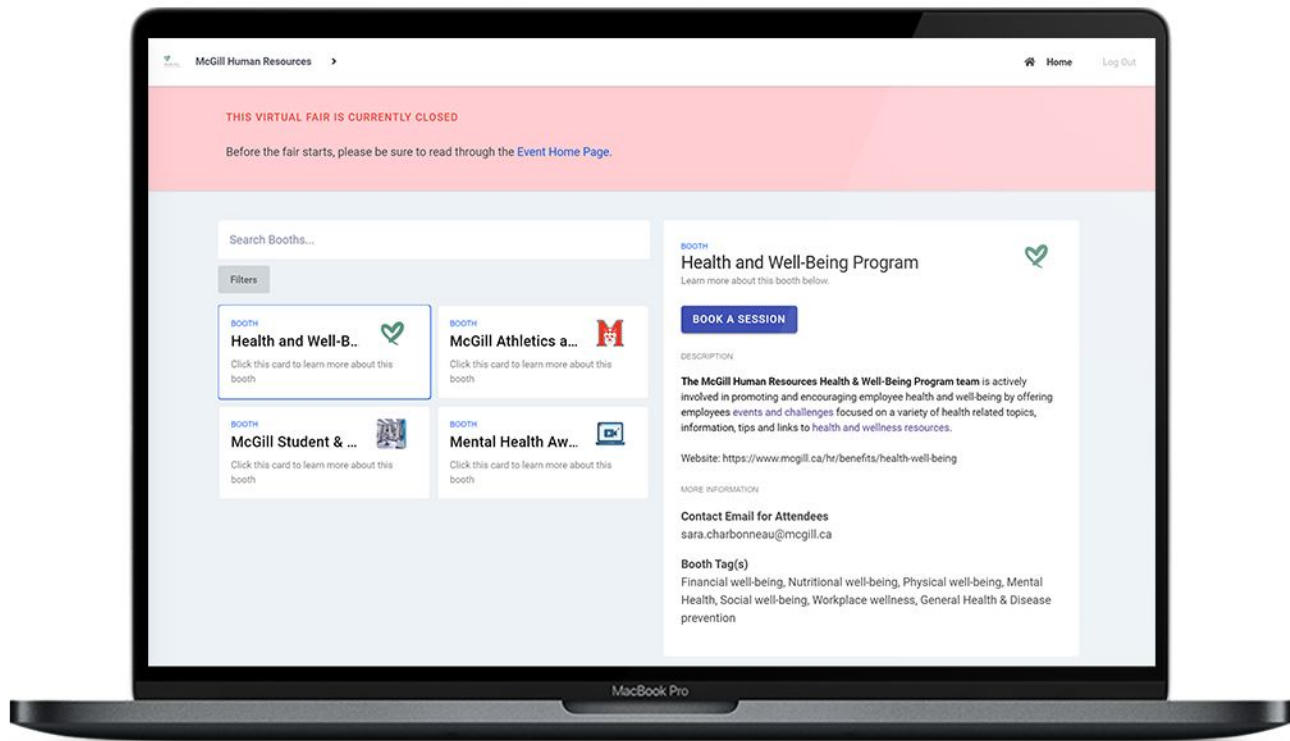
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# Virtual Fair Booking

Once you create your profile, you can then browse the exhibitor booths in attendance and begin booking video chat sessions with exhibitors.

Before booking a video chat session, you will have the chance to take a look at a booth's information and resources.

Once you book a video chat time, it will be added to your agenda for the day of the event.



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# Booking Agenda

As you begin booking video chats with the exhibitors, the sessions that you book will be saved in your agenda in the Home Page.

Here you can take a look at the sessions that you've booked and look at the video rooms that you will need to join on the day of the event.

Additionally, in the Home Page, you can and SHOULD test your browser video room to ensure that your video chats go smoothly on the day of the event.

