WELCOME

We are looking forward to welcoming you to the Graduate & Professional Schools Virtual Fair 2020!

This package will cover the following topics to prepare you for the virtual fair:

1. Event Structure
2. Event Logistics
3. Day of Support
4. Tips for Success
5. FAQs

Please contact grad.fair@ubc.ca if you have any questions.
EVENT STRUCTURE

- The virtual fair will be hosted on [CareersOnline](#), where you can connect with exhibitors via 1:1 video chats or in Group video chats using the exhibitor’s external video conferencing tool.
- Exhibitors will provide video chat instructions for you to follow to speak with them (different exhibitors may have different videoconference platforms e.g. Zoom, Webex, etc.).
- During the virtual fair, you will be able to queue up to speak with an organization’s representative.
- You can join a maximum of 3 queues at any given time during the virtual fair.
- [Watch this short video](#) for a preview of how the virtual fair will work on CareersOnline.
- Representatives will be able to see your name, major, graduation year, profile picture and resume (if uploaded) if you join their queue.

Note: Participating exhibitors may be using their own video chat links. No personally identifiable information about you will be shared by the exhibitors with the UBC Centre for Student Involvement and Careers (organizers of the event) without your consent.
BEFORE THE VIRTUAL EVENT
STEP 1: SIGN INTO CAREERONLINE
STEP 2: FIND THE VIRTUAL FAIR

- Navigate to Events > Career Fairs/Special Events in the left-hand sidebar.
STEP 2: FIND THE VIRTUAL FAIR

• Select “Graduate & Professional Schools Virtual Fair 2020”
**STEP 3: RSVP TO THE EVENT**

- Be sure to RSVP to the virtual fair by clicking “Attend” so that you are able to chat with representatives on the day of the virtual fair.
STEP 4: UPDATE YOUR CHAT PROFILE

• After selecting “Attend”, you will be brought to your Chat Profile
• Attaching a resume is optional
• Select “Save” to submit your RSVP
• You can also upload a profile picture by navigating to Profile on the left-hand side toolbar

Your chat status will be set to “Offline” and cannot be changed until the virtual event is live.
STEP 4: UPDATE YOUR CHAT PROFILE

• After submitting your RSVP, you can still edit your chat profile anytime by selecting “Chat Profile” or “Edit”
• Your Chat Profile will be visible to representatives when you join the organization’s queue
STEP 5: RESEARCH EXHIBITORS ATTENDING

- To find the full list of the Graduate & Professional Schools present at the fair, click on the “Employers” tab.

Before the virtual fair, mark your favorite exhibitors by clicking on the “Interested” star icon, so that they will display at the top of your list.
STEP 5: RESEARCH EXHIBITORS ATTENDING

- To read more about a specific exhibitor, click on the exhibitor name view their online profile.

If the exhibitor is hosting a group video chat, you will be able to see the video meeting instructions and group chat schedule.

Scroll down to view the organization’s full online profile, including organization overview, students/alumni they are recruiting for, etc.
HOW TO JOIN A 1:1 VIDEO CHAT DURING THE VIRTUAL FAIR
STEP 1: REQUEST A 1:1 VIDEO CHAT

- Navigate to the Employers Tab
- Select “Join Queue” button (green circle) beside an exhibitor’s name
- As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any 1:1 Video chat requests. Please do not close this window

Note: To leave a queue, select the “Leave Queue” button (red circle).

You can join up to 3 queues at one time

This student/alumni has joined 1 out of 3 queues

In this case, this student/alumni has joined Irene’s Test Company queue and can see the estimated wait time for when they can speak with a representative

Because there are zero representatives online, the join queue button is not available
STEP 2: ACCEPT 1:1 VIDEO CHAT

- When a representative is ready to have a 1:1 video chat with you, you will receive a notification on top of your screen.
- Select “Join Chat”.

You will also see “Ready to chat” instead of the estimated wait time here.
STEP 3: 1:1 VIDEO CHAT INSTRUCTIONS

- After selecting “Join Chat”, you will be brought to this window with the video chat instructions
- Follow the video chat instructions to meet with the representative
- Open the video chat platform in another tab
- Keep in mind that each representative may be using a different type of videoconference platform
- Tip: some video conferencing platforms will have a web browser version so you do not need to download the program

There’s a countdown to keep track of how much time you have left for your 1:1 chat
The timer begins once you click “Join Chat”
The video chat will not be on CareersOnline so you will need to follow the link provided by the representative
If you’re unable to join their video chat, follow their alternative instructions to reach them
STEP 3: 1:1 VIDEO CHAT INSTRUCTIONS

- Tip: keep your CareersOnline tab and video chat platform tab open side by side
- This will allow you to keep track of time as you are speaking with the representative
STEP 4: END 1:1 VIDEO CHAT

- When the representative ends the 1:1 video chat, leave the external video conferencing platform (e.g. Zoom, Microsoft Teams, etc.)
- Navigate back to your CareersOnline tab to press “Close” to return to the main virtual event page
STEP 5: VIDEO CHAT SUMMARY

- You will be brought to a Chat Summary where you can include notes regarding your conversation with the representative.
- Select “Submit” to return to the event home page.

Full list of completed 1:1 video chats will appear under the “Video Chats” tab.

After each video chat you complete, scroll down to view the Notes field. Enter Notes after each chat, before you join the next, so that you do not forget key information.
HOW TO JOIN A GROUP VIDEO CHAT DURING THE VIRTUAL FAIR
GROUP VIDEO CHATS

• Some exhibitors will be hosting Group Video Chats during the virtual fair
• You can find Group Video Chat information by navigating to Employers > Exhibitor Name > Group Chats
STEP 1: FIND GROUP VIDEO CHATS

• Select the “Employers” tab
• Click on an exhibitor’s name to see their online profile
STEP 2: FIND GROUP VIDEO CHATS

- If the exhibitor is hosting a group chat, the group chat button will appear
- Select “Group Chat”
STEP 3: FOLLOW GROUP VIDEO CHAT INSTRUCTIONS

• After selecting the “Group Chat” button, the Group Chat window will pop up
• Exhibitors will include a schedule along with instructions on how to attend the Group Video Chat session
• We recommend that you open the video meeting link in another tab
• Please only visit the video meeting link at the scheduled group chat time
NEED HELP DURING THE VIRTUAL FAIR?
GRADUATE CAREER FAIR VIRTUAL LEARNING LAB (11AM-3PM)

• Staff from the Centre for Student Involvement & Careers will be hosting a virtual learning space during the virtual fair to share strategies and tips for common aspects of the graduate school application process
• Staff will also be available to answer questions about engaging with schools during the fair, and decision making around grad school

• Learning Lab Presentations:
  11:30 How to Choose a Graduate Program
  12:30 Asking for Reference Letters
  1:30 Writing the Personal Statement /Statement of Intent

• If you’d like to attend a presentation, please ensure you sign in to the Learning Lab at least 5 minutes before it is scheduled to begin
• If you would simply like to ask a question or chat with an advisor, you are welcome to sign in at any time between 11:00 am and 3:00 pm
GRADUATE CAREER FAIR VIRTUAL LEARNING BOOTH

• Navigate to the “info” icon to find meeting instructions for the Graduate Career Fair Virtual Learning Booth
BEST PRACTICES & TIPS FOR SUCCESS
TIPS FOR SUCCESS

Before the event:

• Login to CareersOnline before the fair to
  • RSVP by clicking the “Attend” button so that you can join chats during the event
  • View which schools are attending and how best to prepare for your interactions with them
  • Mark your favorite employers by clicking on the “Interested” star icon, so that they display at the top of your list
  • Make sure your “Chat Profile” is up-to-date
• Test your computer sound, video, and surrounding lighting for video chats
• Watch this short video for a preview of how the virtual fair will work on CareersOnline
• CareersOnline is not supported by Internet Explorer so please use another browser
TIPS FOR SUCCESS

During the event:
• Dress appropriately (business-casual)
• Actively engage with the exhibitors and ask good questions
• When joining a 1:1 chat, instead of downloading the video chat platform (e.g. Zoom, GoToMeeting, etc.), select the option to join the meeting online/via browser
• As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any employer chat requests
• After each video chat is complete, scroll down to view the Notes field. Enter Notes after each chat, before you join the next, so that you do not forget key information

After the event:
• Follow up with the organization for any unanswered questions or simply to thank them
• Need support? Book a career advising appointment

UBC Vancouver via CareersOnline | UBC Okanagan via christine.squire@ubc.ca
TIPS FOR SUCCESS

RSVP for Upcoming Webinars:

Wednesday, September 23 – LinkedIn | 1:00pm-2:00pm
Thursday, September 24 – How to Prepare for a Virtual Career Fair | 12:00pm-1:00pm
Friday, September 25 – Panic to Power: Build Your Confidence | 2:00pm-3:00pm
Monday, September 28 – How to plan for grad school | 12:00pm-1:00pm
Monday, September 28 - Designing Your Life | 3:00pm-4:00pm
Tuesday, September 29 – How to Prepare for a Virtual Career Fair | 5:00pm-6:00pm
Wednesday, September 30 – Resume & Cover Letter | 5:00pm-6:00pm
Monday, October 5 - How to plan for grad school | 1:00pm-2:00 pm

Note: All webinars open to both UBCV and UBCO students. Please RSVP according to the link provided.

Drop-in advising is available every day between 1:00pm and 3:00pm. Appointment are available to book beginning at 9:00 am; book at CareersOnline
FAQS

Where can I find information on which schools will be at the fair?
- On CareersOnline! Go to Events > Career Fairs > Graduate & Professional Schools Virtual Fair 2020

Can I still join the fair if I am unsure what graduate/professional schools I want to apply to?
- Of course! This fair would be a great way for you to start exploring your options

Can I join multiple exhibitor queues at once?
- Yes, you can join up to 3 exhibitor queues at any one time during the virtual fair

What information can the exhibitor representative see?
- Representatives will be able to view your name, major, graduation year, profile picture and resume (if uploaded)

What video conferencing tools are exhibitors using?
- Most exhibitors are using Zoom, Microsoft Teams, and Webex. If desired, you can download these programs in advance of the virtual event

Who can I contact if I have general questions during the fair?
- Email grad.fair@ubc.ca. Our staff will be monitoring this email during the virtual fair