



## Virtual Career Fairs: A Guide for Exhibitors

# Virtual Career Fairs: A guide for Exhibitors

We've compiled this guide to answer some of the burning questions you might have before, during, and after the Virtual Career Fair.

We hope these top tips and FAQs help you make the most of your experience at the Virtual Career Fair!

If you still have questions, you can get in touch with us by:

Telephone: [Telephone]

Email: [email address]

The Events Team,  
Career Service

## Top tips:

- You should ensure that all participating Exhibitor Event Representatives have a full exhibitor contact account on the platform
- Contacts on the event booking form – this will allow these users to add their 121 availability
- Add your opportunities in advance (we recommend you add roles at least a week before the event) as they will need to be approved by the Service before they appear to students
- It's easy to overrun when you're meeting with students, so we recommend you build in redundancy into your 121 meeting schedule by leaving time between 121 sessions
- Ensure you are comfortable with how to navigate to the 'Manage Schedule' page – this is where you manage your exhibitor stand and where you access view the list of students you're meeting on the day



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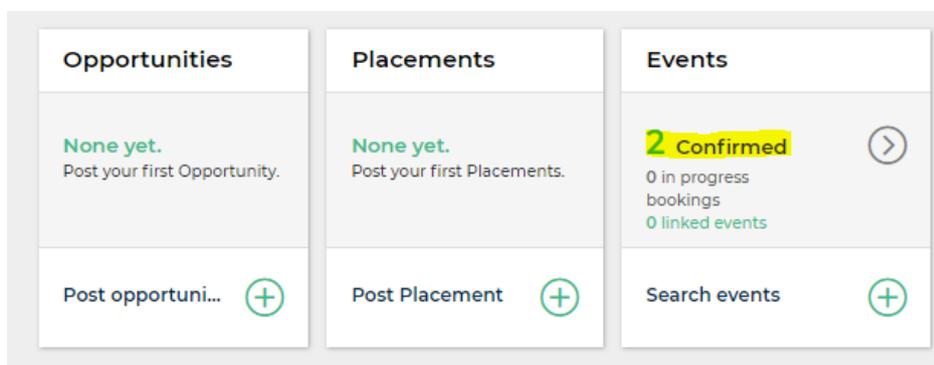
# Managing your Exhibitor Stand:

## Where do I find the 'Manage Schedule' page?

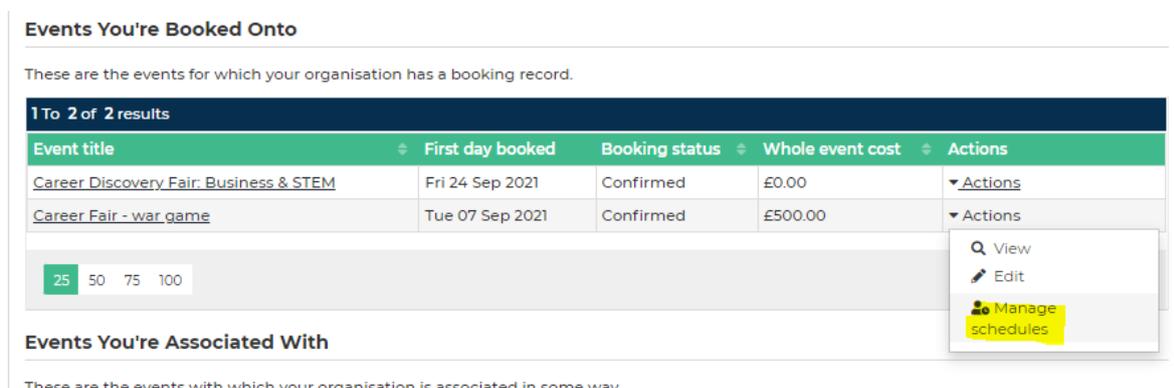
Once your booking for the event has been confirmed you are able to build your Exhibitor stand and manage your meeting schedule. *You and your team members should create your meeting schedules in advance of the event date.*

The Manage Schedules page is your go-to area for managing your Exhibitor stand and is where you'll spend your time on the day of the event.

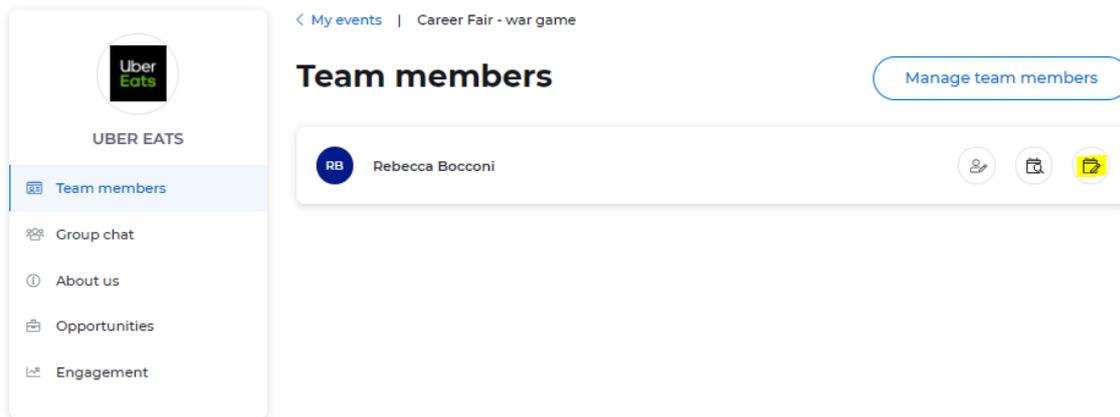
To access the Manage Schedule page – on the platform home page click on the 'Confirmed' bookings option within the Events widget (or Navigate to Events > My events):



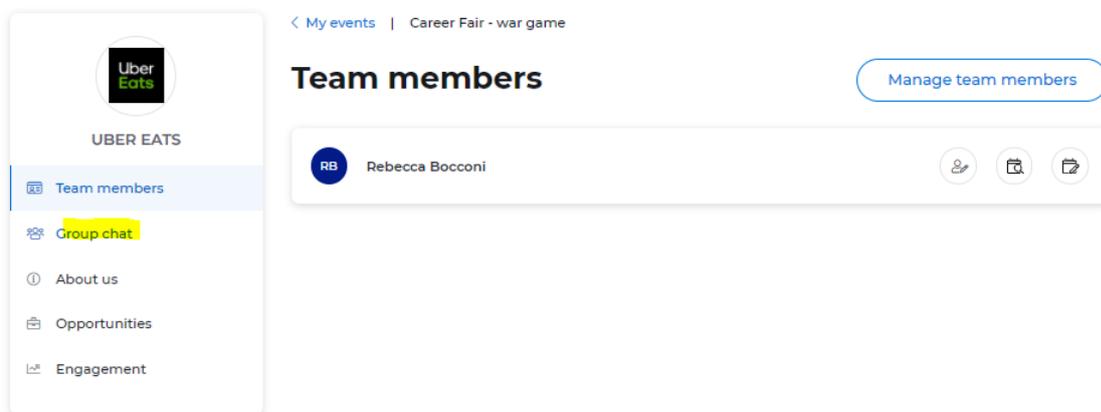
Click on Actions > Manage Schedule:



Create the schedule of 121 meetings for your team members (note that any contact on the Exhibitor account can manage individual team member's meeting schedules):



Create the schedule for your Group chats:



For more information on populating 121 Chats, please see:

<https://targetconnectsupport.groupgti.com/portal/en/kb/articles/manage-your-121-schedule>

For more information on populating Group Chats, please see:

<https://targetconnectsupport.groupgti.com/portal/en/kb/articles/how-exhibitors-can-set-up-group-chat>

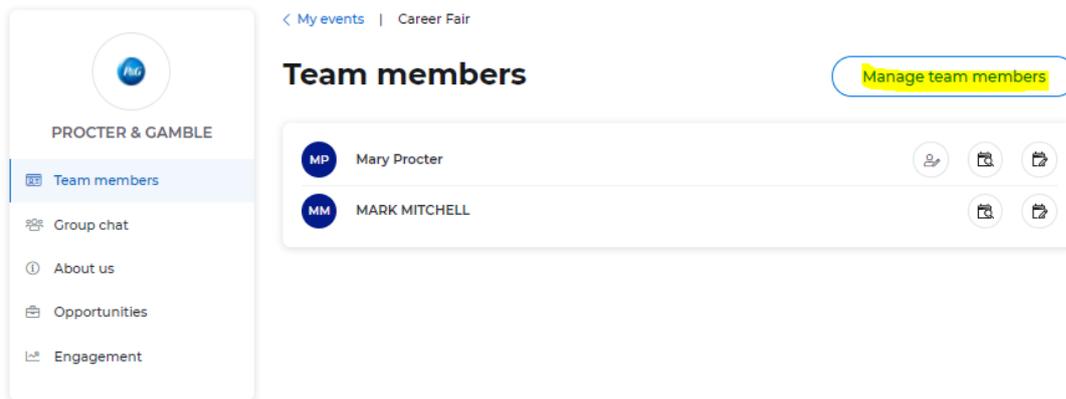
Your booking confirmation message may have contained a link taking you directly to the event details page where you can click to manage your schedule.

When I click onto the Event name, why does it take me to the edit booking page? It should instead take me to the View page

## How do I add a Team Member to my booking?

You will have added participating team members to your Event Booking Form when registering for the event – once your booking has been confirmed, you can make changes to your attending team members from the ‘Manage Schedule’ page.

To make changes, click on Team members > Manage team members:



Use the ‘Add existing contact as a representative’ section to add new Team Member or select an existing contact to remove or edit their details.

**Note:** Only contacts that have a full contact profile on the account can be added as a Team Member.

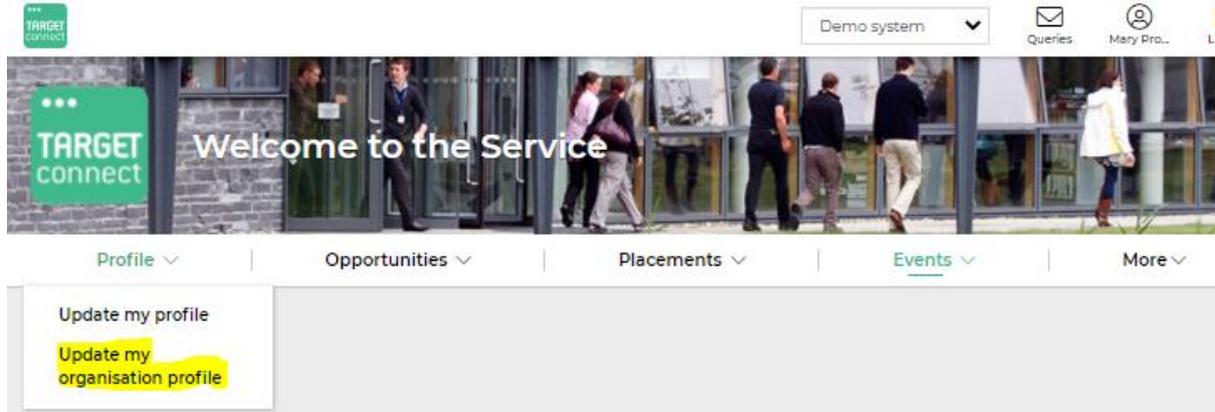
*The dropdown shows the list of contacts that are present on your exhibitor account:*

A screenshot of a form titled 'Add existing contact as a representative'. Below the title is a grey bar with the text: 'This user will have a bookable schedule and will be able to use their existing credentials to log into the event.' The form contains a 'Contact' dropdown menu with 'Marco De Francesco' selected. Below this is a large text area for 'Notes (please include dietary requirements where appropriate to this booking)'. At the bottom left of the form is a blue button with a white plus sign and the text '+ Add'.

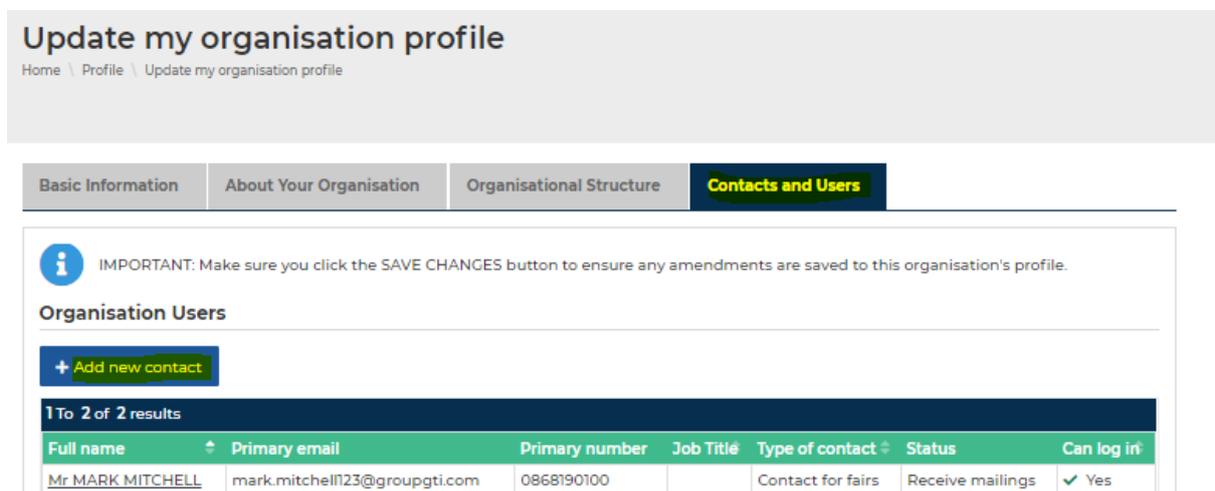
Please enter any relevant notes that the Career Service need to be aware of about this person. You should be aware that dietary requirements are not applicable for virtual events but may be relevant if you are attending in person.

**If you need to add a new Contact to your exhibitor account:**

Click on 'Profile' > 'Update my organisation profile' from the menu:



Click on the 'Contacts and Users' tab > '+ Add new contact':

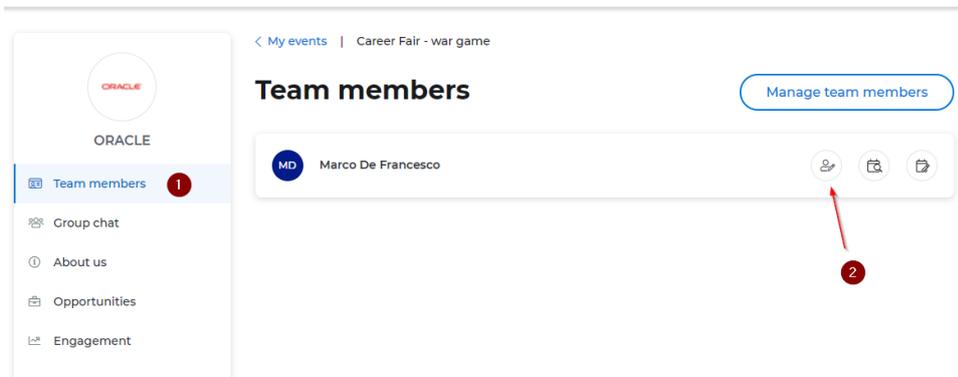


*Complete the Contact Details form.*

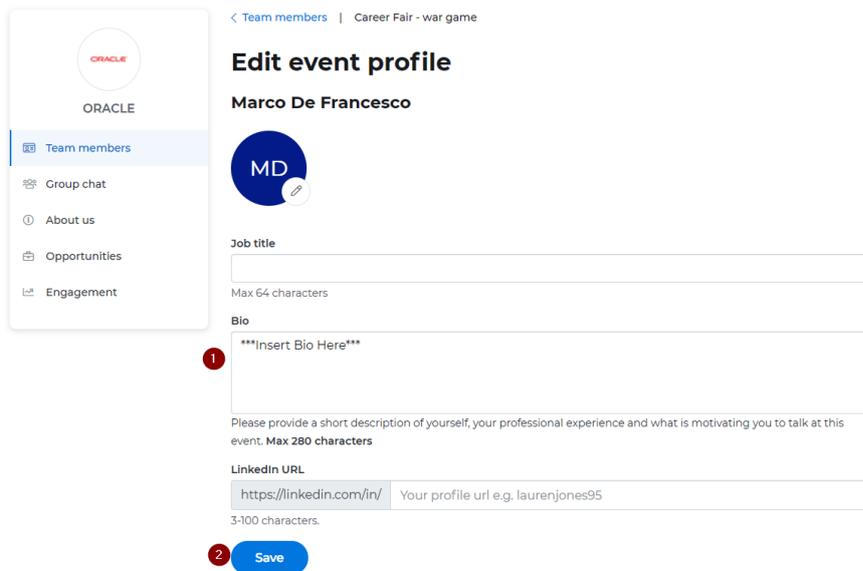
The new contact can now be selected in 'Contact' dropdown for 'Add existing contact as event representative' when managing team members from your Manage Schedule.

## How do I create my Bio – and where does it display?

On the 'Manage Schedule' page click on the "Team members" area, then click on the edit schedule icon against a team member:



Use the "Bio" field to provide a short description of yourself and any relevant professional experience:



Click "Save".

**Note:** you can only complete your own Team Member bio – each team member is required to add their own description.

Your Bio will be shown to students when they view your 121 availability and when they join a session with you.

## **Can I create a Bio for my colleagues?**

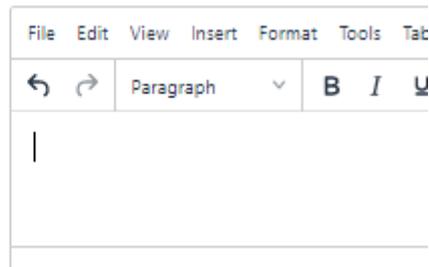
It is only possible to create a Bio for yourself.

Each team member should log on to the platform to create their own Bio. Once logged in, team members can also update their 121 schedules and see the list of students that they are due to meet.

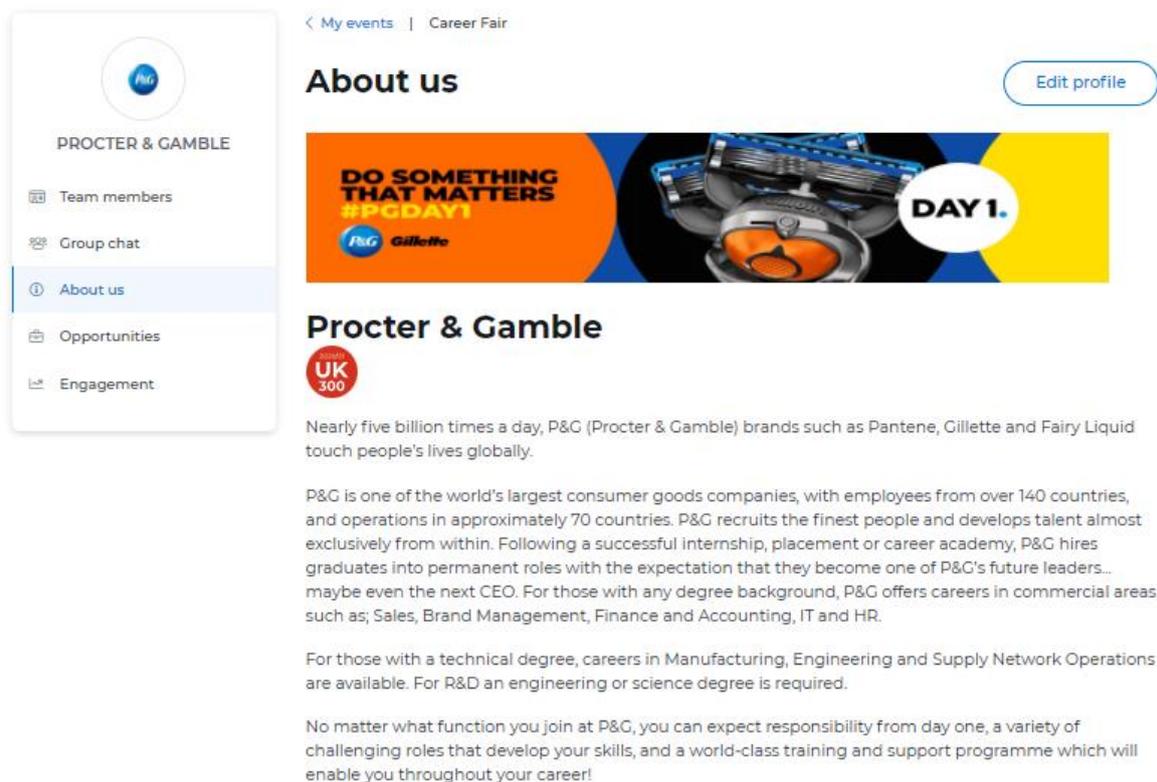
## What does 'Promotional text about this event for display to users' mean?

When you registered for the event you will have completed the 'Promotional text about this event for display to users'. This information is used for the 'About Us' page for your virtual event stand:

Promotional text about this event for display to users



The 'About Us' page on your Exhibitor Stand is your opportunity to showcase your company to attending students. You can embed photos and videos, or link to resources, to make your stand as engaging and informative as possible!



< My events | Career Fair

### About us

Edit profile



### Procter & Gamble

**UK 300**

Nearly five billion times a day, P&G (Procter & Gamble) brands such as Pantene, Gillette and Fairy Liquid touch people's lives globally.

P&G is one of the world's largest consumer goods companies, with employees from over 140 countries, and operations in approximately 70 countries. P&G recruits the finest people and develops talent almost exclusively from within. Following a successful internship, placement or career academy, P&G hires graduates into permanent roles with the expectation that they become one of P&G's future leaders... maybe even the next CEO. For those with any degree background, P&G offers careers in commercial areas such as; Sales, Brand Management, Finance and Accounting, IT and HR.

For those with a technical degree, careers in Manufacturing, Engineering and Supply Network Operations are available. For R&D an engineering or science degree is required.

No matter what function you join at P&G, you can expect responsibility from day one, a variety of challenging roles that develop your skills, and a world-class training and support programme which will enable you throughout your career!

If you do not enter any information here the company description for your exhibitor account will be used instead.

When you are on the 'Manage Schedule' page you can update your Promotional Text by clicking 'About Us':

< My even

**Team**

PROCTER & GAMBLE

- Team members
- Group chat
- About us
- Opportunities
- Engagement

MP

MM

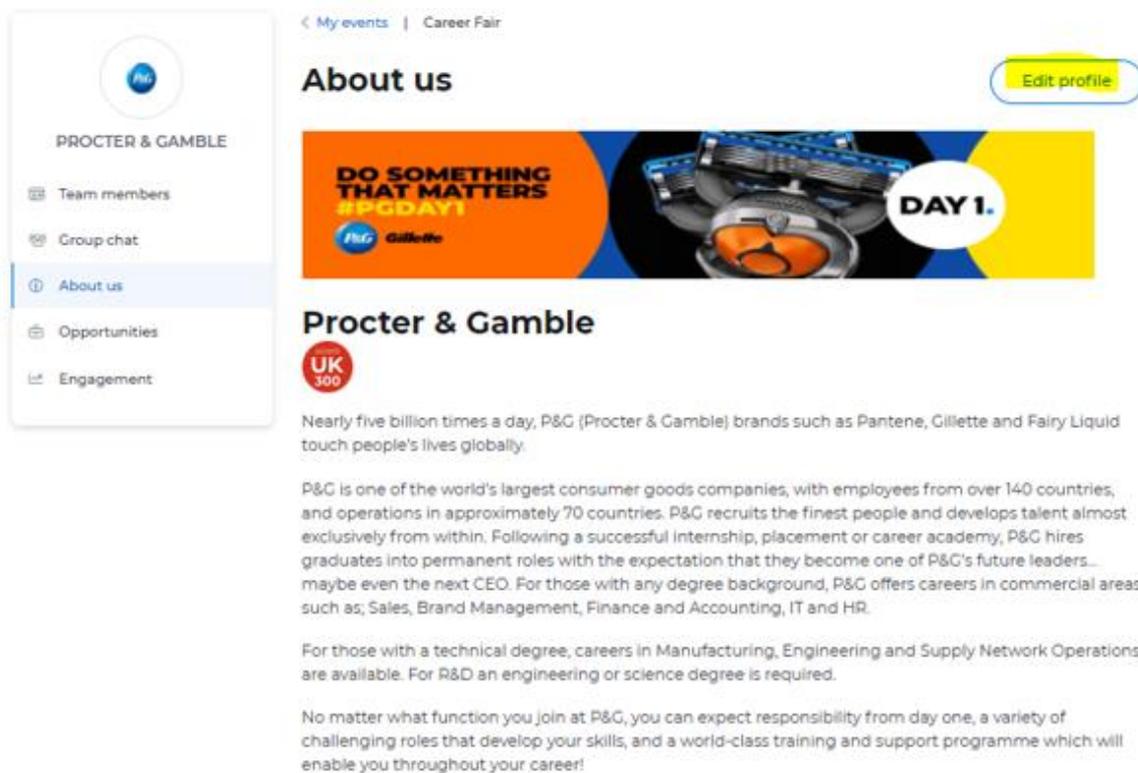
## Can I add video to my ‘About us’ (Promotional text about this event for display to users)?

Yes, you can add a video to the ‘About us’ section on your Exhibitor Stand.

Please note that you can only embed videos that are hosted on [youtube](https://www.youtube.com).

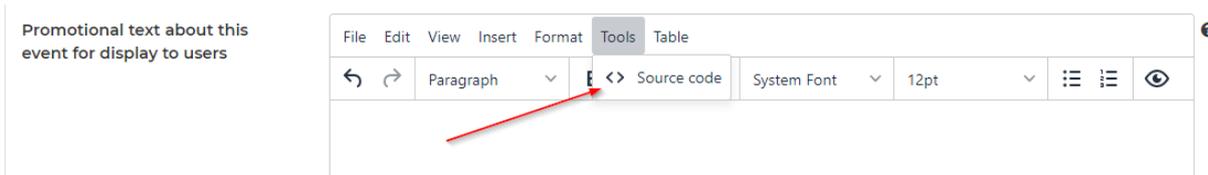
To add a video to your stand:

Navigate to the ‘Manage Schedule’ page > Click on the ‘About us’ option on the menu > Edit profile:



The screenshot shows a user interface for a career fair. On the left is a navigation menu for 'PROCTER & GAMBLE' with options: Team members, Group chat, About us (selected), Opportunities, and Engagement. The main content area is titled 'About us' and features a banner with the text 'DO SOMETHING THAT MATTERS #PODAY!' and 'DAY 1.' Below the banner is the Procter & Gamble logo and a 'UK 100' badge. The text describes the company's global reach and recruitment focus, mentioning brands like Pantene, Gillette, and Fairy Liquid. It highlights career opportunities in commercial areas (Sales, Brand Management, Finance, Accounting, IT, HR) and technical roles (Manufacturing, Engineering, Supply Network Operations). A red box highlights the 'Edit profile' button in the top right corner.

Using the “Promotional text about this event for display to users” editor field, click on Tools > Source Code:



The screenshot shows a rich text editor interface. The text area contains the placeholder text 'Promotional text about this event for display to users'. The top toolbar includes menus for File, Edit, View, Insert, Format, Tools, and Table. The 'Tools' menu is open, and a red arrow points to the 'Source code' option, which is represented by a code icon (<>).

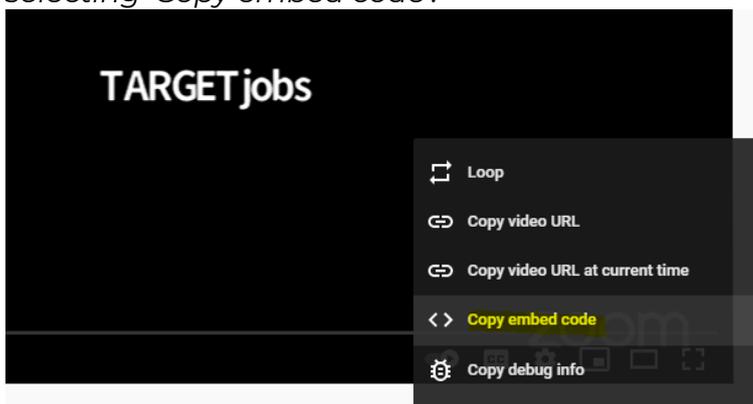
Add the embed code from the Youtube video you wish to include on your stand:

```
Source Code ×  
<iframe title="YouTube video player" src="https://www.youtube.com/embed/XLETlxYc_0s" width="560" height="315" frameborder="0" allowfullscreen="">  
</iframe>
```

Cancel Save

Click 'Save'.

*You can find the embed code by right clicking on a youtube video and selecting 'Copy embed code':*



## How do I add new opportunities to the stand?

### Navigate to the Manage Schedule page.

Select 'Opportunities' from the menu:

< My events | Career Fair

### Manage opportunities

Post opportunity

Please select from the list below opportunities you would like to display on your exhibitor stand. To add more opportunities please post them to this university.

PROMOTE	JOB TITLE	LOCATION	POST DATE	EXPIRY DATE
PENDING	Job title	Location	02/10/20	20/12/20
<input checked="" type="checkbox"/>	Job title	Location	02/10/20	20/12/20
<input checked="" type="checkbox"/>	Job title	Location	02/10/20	20/12/20
<input type="checkbox"/>	Job title	Location	02/10/20	20/12/20
<input checked="" type="checkbox"/>	Job title	Location	02/10/20	20/12/20
<input type="checkbox"/>	Job title	Location	02/10/20	20/12/20
<input checked="" type="checkbox"/>	Job title	Location	02/10/20	20/12/20

You will see the list of pending and published opportunities that you have posted to the platform.

Use the toggle button to include/hide specific opportunities on your Exhibitor Stand.

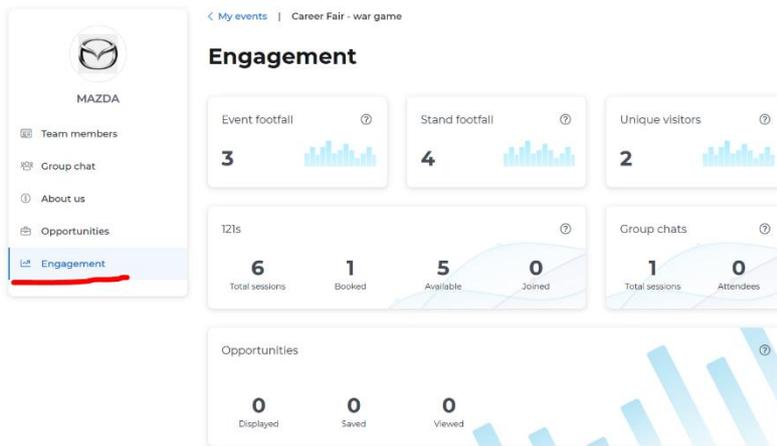
We recommend that you add opportunities in advance of the event as these will be subject to approval by the Service.

## How can I view my engagement to the stand?

The engagement report allows you to see your Event statistics from a high level, here is how to view it.

Navigate to the Manage Schedule page.

Select the 'Engagement' option on the menu. The Engagement report shows how students are engaging with your Exhibitor Stand and includes information for footfall, unique visits, joined chats, and opportunity views:



## What should I do if one of my Team Members is unable to attend on the day?

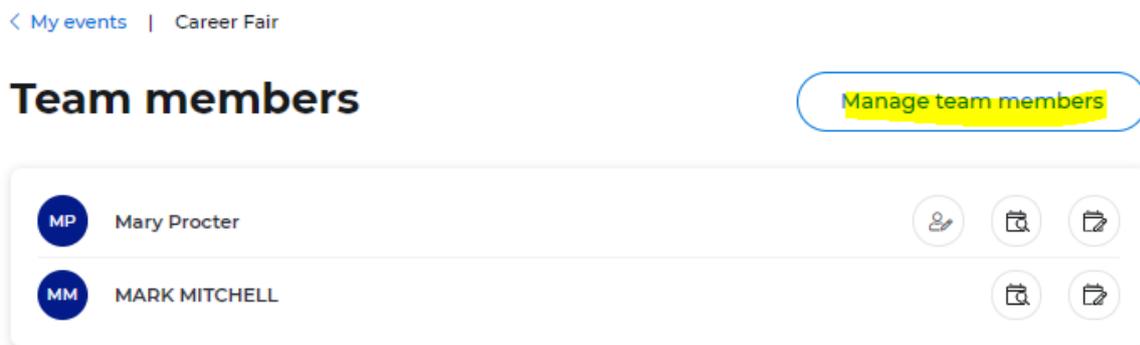
If a Team Member cannot attend the event, for instance due to illness, then you can either:

1. Remove the Team Member from the Event entirely – *you can only do this if the Career Service has enabled this option*. If you remove a Team Member you will remove that person's 121 availability and cancel any booked chats.
2. You, or a colleague with a full exhibitor contact account, can view the schedule of the Team Member and host the 121 chats on their behalf.

### Option 1:

Navigate to the Manage Schedule page.

Select the 'Team Members' option on the menu. Click on 'Manage team members':



Under 'Event representatives' click on the name of the Team Member you wish to remove:



Scroll down and click 'Remove':

**Update attendee**

This user will have a bookable schedule and will be able to use their

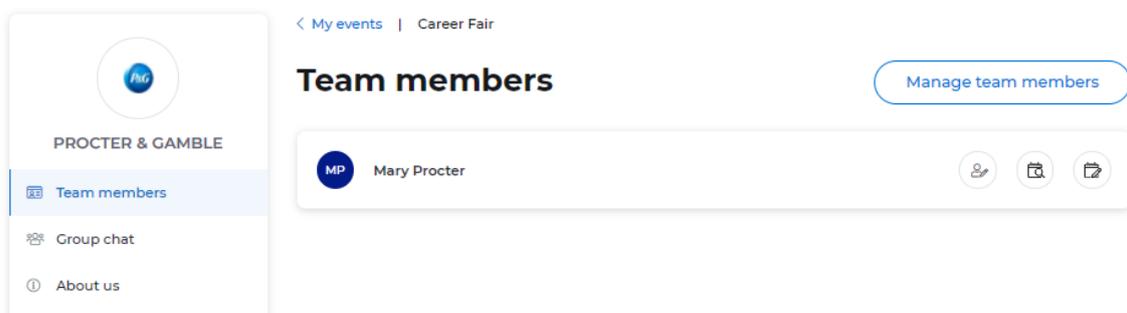
**Contact**

**Notes (please include dietary requirements where appropriate to this booking)**

You will be asked to confirm that you wish to remove the Team Member. Click 'Confirm'.

Scroll to the bottom of the page click 'Next'. Scroll to the bottom of the second page and click 'Save'.

If you navigate to Manage Schedule page you will see that the Team Member has now been removed:



*The Team Member's 121 chat availability will have been removed and their bookings cancelled.*

**Option 2:**

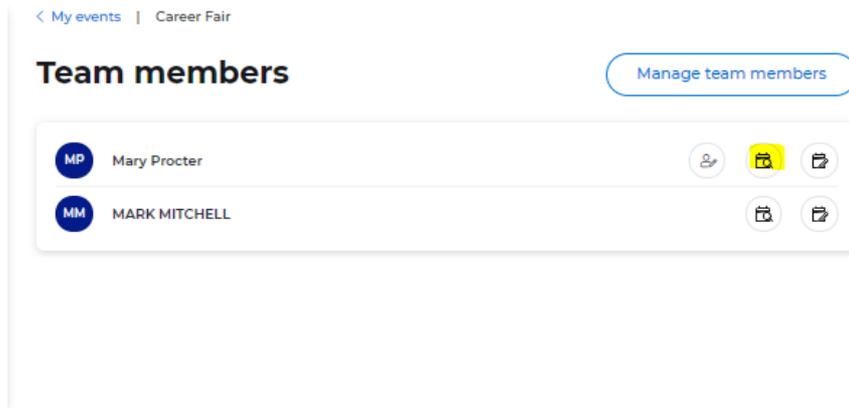
If you wish for a colleague to take place of one of your attending team members, then the new person must have a full exhibitor contact account to log into the platform. For information on adding a full contact account see: 'How do...'

Once the contact has logged into the platform they can view the 121 schedule of the Team Member they are replacing and join the 121 sessions on their behalf. To do so, the contact should:

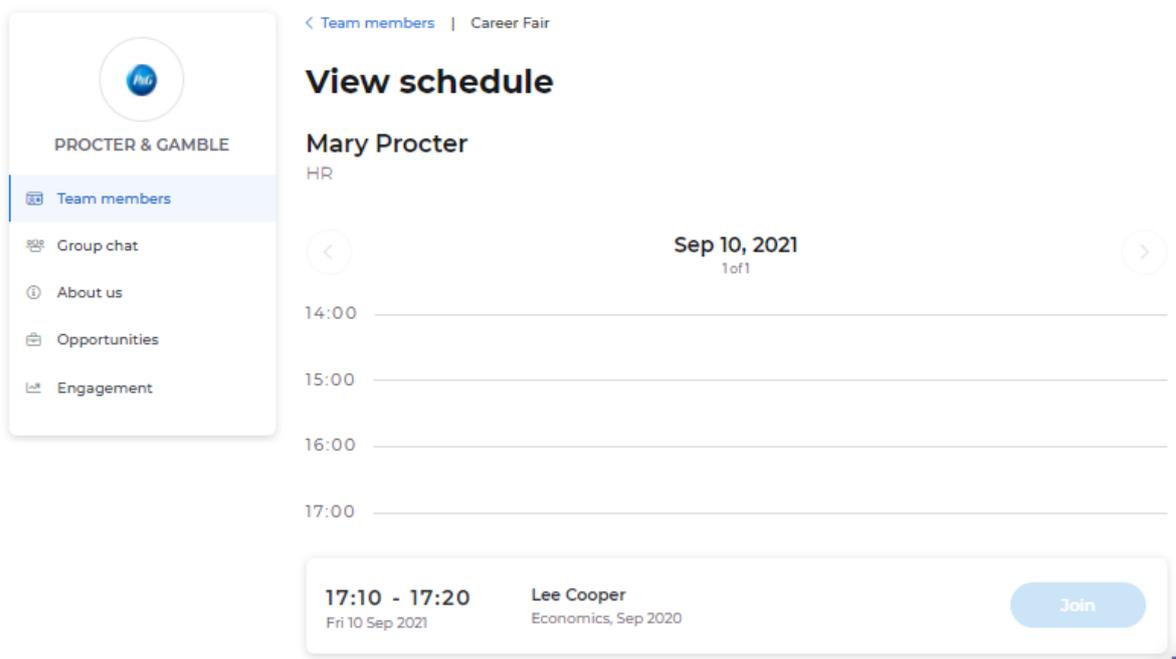
Navigate to the Manage Schedule page.

Select the 'Team Members' option on the menu.

Click the 'View schedule' icon next to the name of the person they are replacing:



The contact can now view the list of students that have booked a chat and join the session:

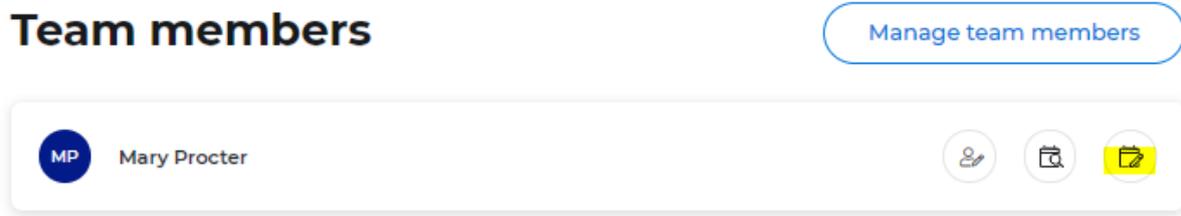


**Note** – if the new contact does not have access to host the original Team Member's meeting using their conferencing tool, then the contact can edit the Meeting Links for the 121 chats by:

Navigating to 'Manage Schedule' page.

Selecting the 'Team members' tab.

Clicking the Edit Schedule button next to the team member they are replacing:



Editing the "Meeting link" as appropriate (note, you can have one Meeting Link for all 121 slots, or individual Meeting Links for each time slot):

## Manage schedule

**Mary Procter**

HR

< Sep 10, 2021 >  
1 of 1

**Meeting link settings**

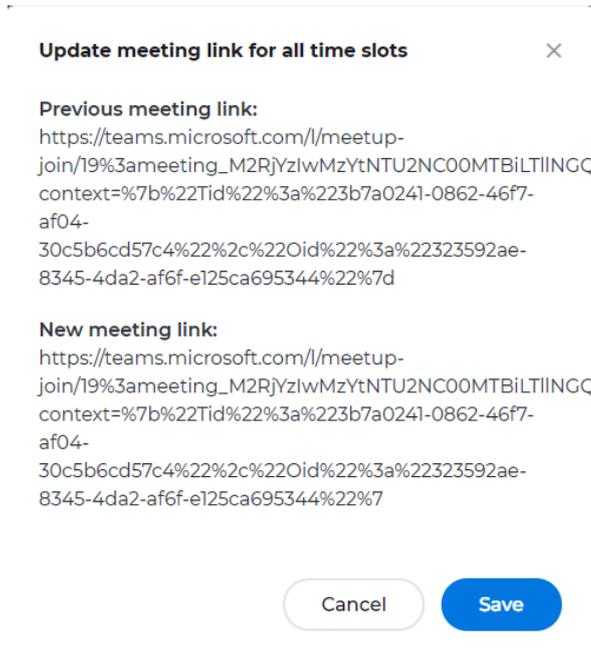
- Set meeting link per day
- Set meeting link per time slot

Meeting link settings are locked when you have active time slots

**Meeting link**

This meeting link will be used for any time slots that you activate on this day of the event.

Once a new meeting link has been provided, the change must be confirmed:



Click 'Save'.

## Can I change the name of a Team Member – e.g, if they are unable to attend on the day?

What information can I change on the day of the event?

You can change the following at anytime:

Group Chat details  
121 availability  
Opportunities

The Service may have set a Booking Completion date for the Event. If the Booking Completion date has passed it is not possible to:

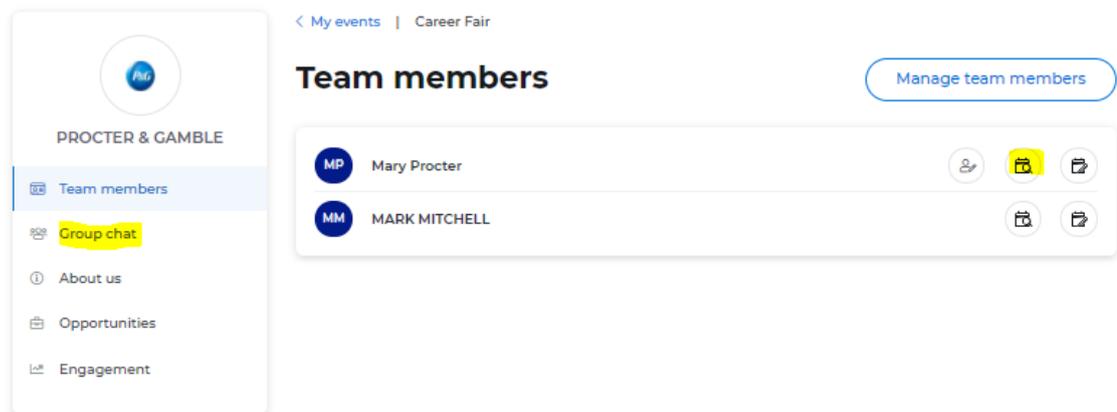
- Update the About Us
- Update the Team Members

## Managing 121 chats:

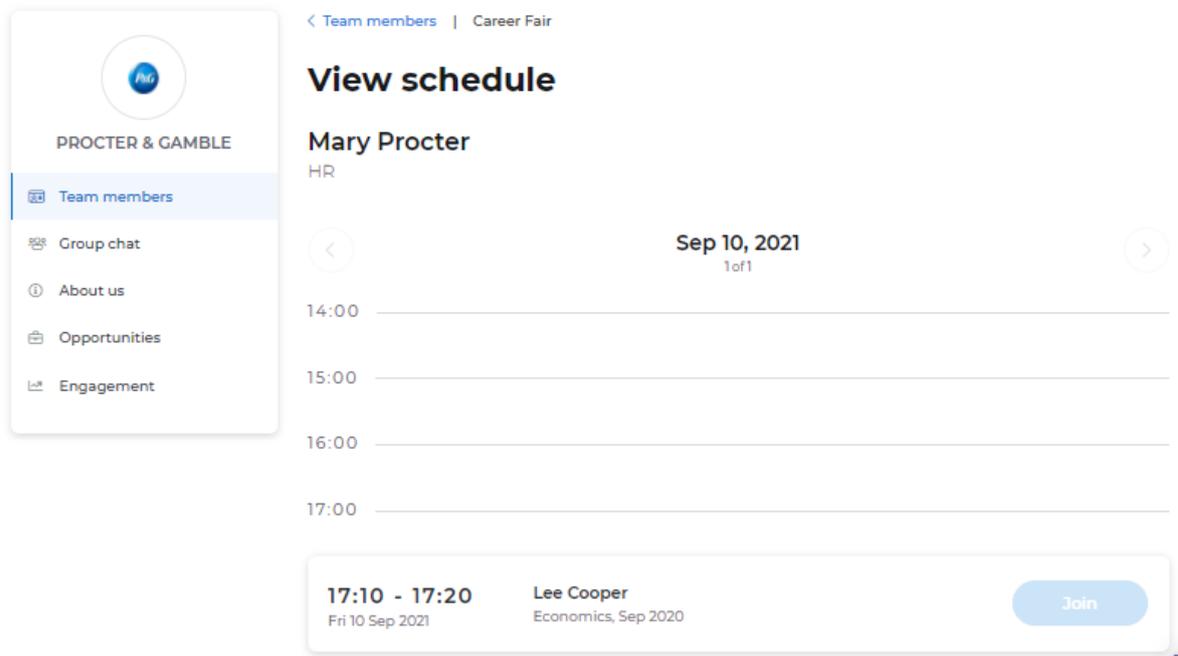
### Where do I find the list of students that I'm meeting for a 121 chat?

On the 'Manage schedules' page you can view Team member's 121 Chats as well as Group Chats:

Click the 'View schedule' icon next to your name for 121s and click on 'Group chat' to view your group sessions:



*121 Meeting Schedule view:*



On this page you can view the name, course, graduation date of the students that have booked to chat to you. You can also click the 'Join' button to open your meeting.

Group Chat view:

< My events | Career Fair

## Group chat

PROCTER & GAMBLE

- Team members
- Group chat**
- About us
- Opportunities
- Engagement

Live

Come and meet the team. We'll talk about opps with P&G and you can meet Mark Mitchell if you really want to.

**Join**

LIVE SCHEDULE

SEP 16, 2021: 15:00 - 15:30 16:00 - 16:30

### Manage schedule

Description

Come and meet the team. We'll talk about opps with P&G and you can meet Mark Mitchell if you really want to.

Please provide a short description of what you will be discussing in your Group chat and which Team members will be attending. Max 750 characters

**Thu 16 Sep 2021**

Meeting link for this day of the event

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTJINGViMDATyJAiMC00MjE4LTk2NmYtMTY...](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTJINGViMDATyJAiMC00MjE4LTk2NmYtMTY...)

Duration of event booking

Time slots

15:00 - 15:30 x 16:00 - 16:30 x

Start time End time **Add time slot**

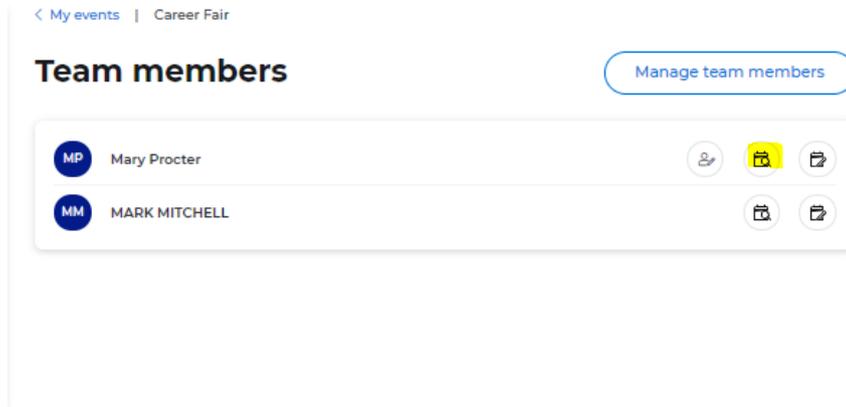
On this page you can view the details of your Group chat sessions and use 'Join' button to open your meeting.

## How do I print my meeting schedule?

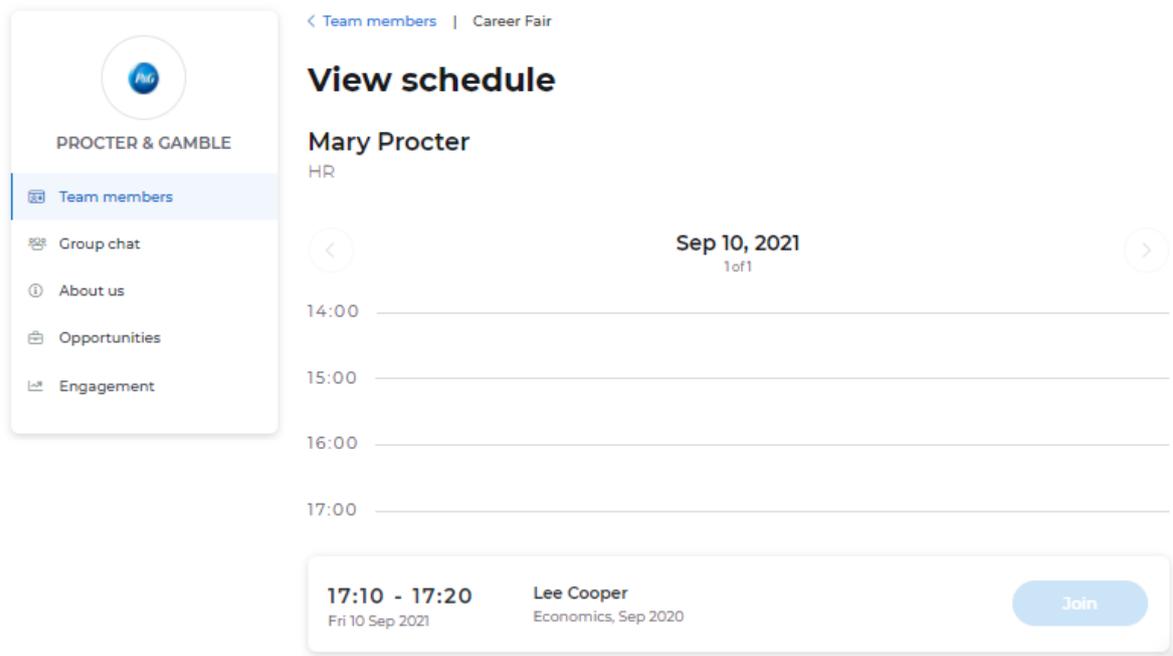
Navigate to the 'Manage schedules' page.

Click on the 'Team members' option on the menu.

Click the 'View schedule' icon next to your name to see your 121 schedule:



Use the 'View schedule' page to see the list of available/booked timeslots:



Print the list by pressing CTRL + P on your keyboard:



## How do I 'available' 121 slots from my schedule?

Navigate to the Manage Schedule page.

Select the 'Team Members' option on the menu.

Click on the 'Edit schedule' icon next to your name (or a fellow Team member's name if acting on behalf of a colleague):



Find the timeslots that you wish to remove – note that the 'available' timeslots appear with a green outline:



Click the timeslots that you wish to remove.

Note, you do not need to 'Save' your changes as they will be saved automatically.

## How do I cancel a student's 121 booking with me?

If you are no longer able to make a booked 121 chat you can cancel the students' the booking using the steps below. You can also cancel slots of behalf of other team members if needed.

Navigate to the Manage Schedule page.

Select the 'Team Members' option on the menu.

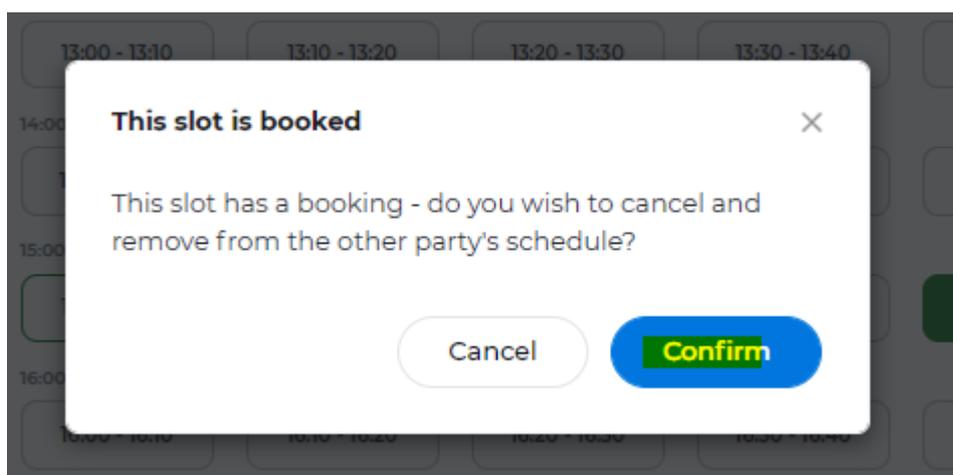
Click on the 'Edit schedule' icon next to your name (or a fellow Team member's name if acting on behalf of a colleague):



Find the booking that you wish to cancel – note that the slot will appear in green:



Click on the green booked slot and confirm the cancellation:



The cancelled booking will be removed from the student's 'Meeting Schedule' – however they can still book another 121 chat with you or a fellow team member providing there is availability.

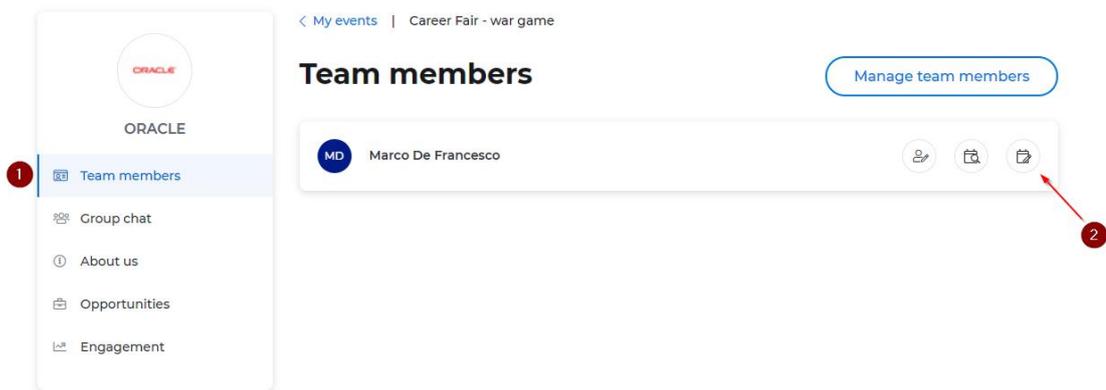
Please note that you cannot cancel bookings in bulk, you must cancel each slot individually.

## How do I change meeting URLs for booked sessions?

You can update the Meeting Links used for your 121 sessions or Group Chats.

For 121 Sessions:

From the 'Manage Schedule' page, click into the 'Team members' tab, and click the Edit Schedule button next to the relevant team member.



Edit the "Meeting link" as appropriate (note, you can have one Meeting Link for all 121 slots, or individual Meeting Links for each time slot):

## Manage schedule

### Mary Procter

HR

< Sep 10, 2021 1 of 1 >

**Meeting link settings**

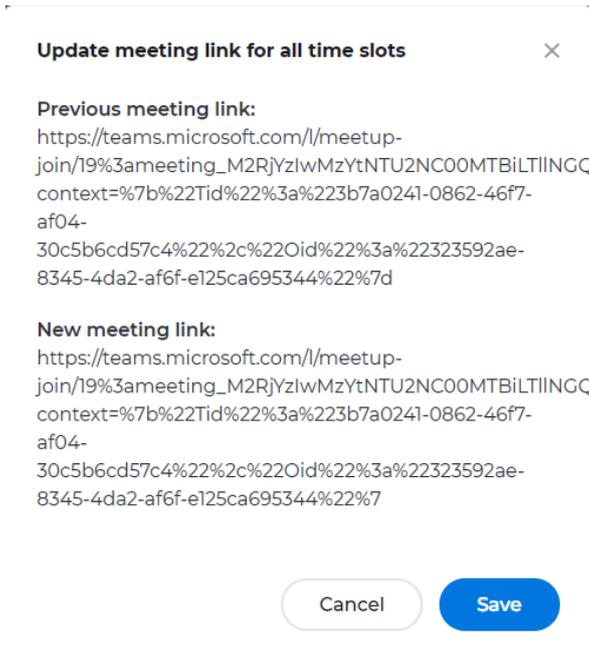
Set meeting link per day  
 Set meeting link per time slot

Meeting link settings are locked when you have active time slots

**Meeting link**

This meeting link will be used for any time slots that you activate on this day of the event.

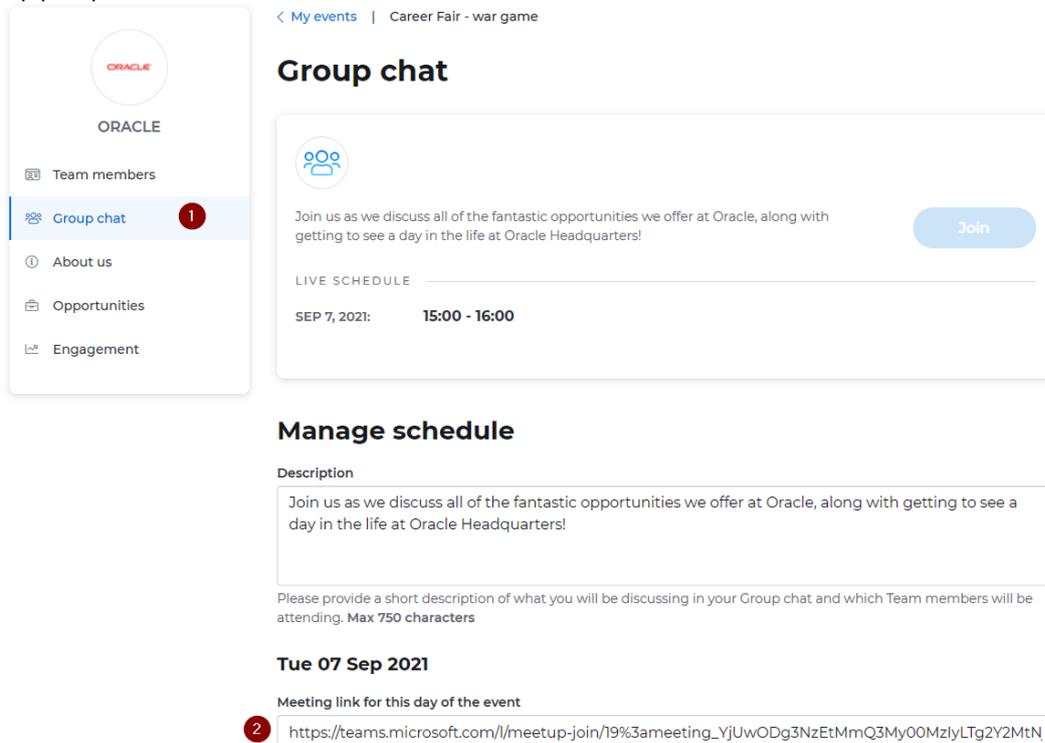
Once you've provided a new meeting link you will be asked to confirm the change:



Click 'Save'.

For Group chat sessions:

From the 'Manage Schedules' page, click into the "Group Chat" tab, and click on the "Meeting link for this day of the event" text box. Edit the Meeting Link as appropriate.



Click “Save”.

### **Can I contact students if I am late to a 121?**

It is not possible to contact students directly through the platform.

We therefore recommend you stick to your 10-minute chat time with each individual student to ensure you’re able to stay on time. We also recommend you build in

## **Do I need to login to the platform to manage my schedule and join meetings?**

You do not need to log into the platform on the day of the event to join your 121 or Group chats. If you prefer you can host and manage your meetings directly via your conferencing tool.

However, you may find it useful log in to the platform as you can view list of students you are due to meet and manage your schedule, e.g, if you need to manage cancellations or add new timeslots.

## How can I prevent 2 students from joining a 121 Chat if a single meeting link is being used?

If you are using a single Meeting link for your 121 bookings, we recommend that you have a waiting area in place to admit new joiners, such that you can manage your chats effectively.

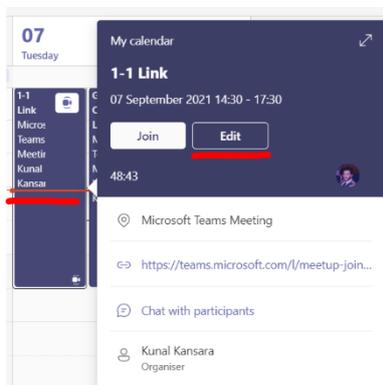
To prevent more than 1 student joining 121 we recommend reviewing your settings in the conferencing tool you are using.

*The instructions below explain how this can be achieved on Microsoft Teams.*

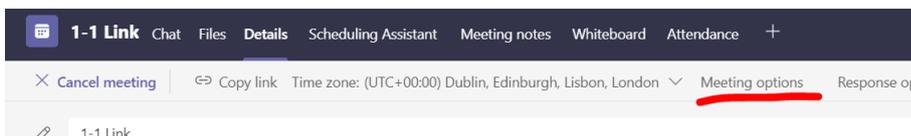
Open Teams and click on Calendar:



Click onto the calendar item and click on Edit:



Click on Meeting options and a new browser window will open showing you the different settings:



On the browser page, there is a setting called 'Who can bypass the lobby?'. Set this to 'Only me' and then click on Save.

Now, if a student was to join your 121 meeting using the same meeting link as the previous student, the new joiner would need to wait for you to admit them.

**Unscheduled meeting**  
Kunal Kansara

**Meeting options**

Who can bypass the lobby? Only me

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Everyone

Allow mic for attendees? Yes

Allow camera for attendees? Yes

Record automatically No

Allow meeting chat Enabled

Allow reactions Yes

**Save**

## **How do I maintain contact with a student after a chat?**

It is not possible to contact students outside of your 121 or Group chats. We therefore recommend you encourage students to connect with you outside of the platform, for example, through LinkedIn or via Email.

## Managing Group chats:

**For Group meetings – is it possible to set up different sessions throughout the day? If so, do these use separate meeting links?**

You can use your Group Chat to host different or multiple sessions throughout the event.

Please be aware that although you can host different Group Chat sessions at different times, you must use the same Meeting URL for the Group Chat.

Navigate to the Manage Schedule page.

Select the 'Group chat' option on the menu:

< My events | Career Fair

### Group chat

PROCTER & GAMBLE

- Team members
- Group chat**
- About us
- Opportunities
- Engagement

Live

Come and meet the team. We'll talk about opps with P&G and you can meet Mark Mitchell if you really want to.

Join

LIVE SCHEDULE

SEP 16, 2021: 15:00 - 15:30 16:00 - 16:30

### Manage schedule

Description

Come and meet the team. We'll talk about opps with P&G and you can meet Mark Mitchell if you really want to.

Please provide a short description of what you will be discussing in your Group chat and which Team members will be attending. Max 750 characters

**Thu 16 Sep 2021**

Meeting link for this day of the event

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTJINGViMDAtyJAiMC00MjE4LTk2NmYtMTY](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTJINGViMDAtyJAiMC00MjE4LTk2NmYtMTY)

Duration of event booking

Time slots

15:00 - 15:30 x 16:00 - 16:30 x

Start time End time Add time slot

Use the 'Description' for the Group Chat to detail the different sessions that you're hosting during the event. For example:

*2-3pm: Hear from our Graduate Recruitment team on the roles we're recruiting for*

*3.30-4pm: Join us for a drop-in to ask any burning questions*

*4.40 – 5pm: Find out what it's like working at Company name*

Use the time slot setting to set when your Group Chat opens and closes to students.

## Tue 07 Sep 2021

Meeting link for this day of the event

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjA0NTBkZC](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjA0NTBkZC)

Duration of event booking

### Time slots

14:00 - 15:00 X    15:30 - 16:00 X    16:40 - 17:00 X

---

Start time ▼    End time ▼    [Add time slot](#)

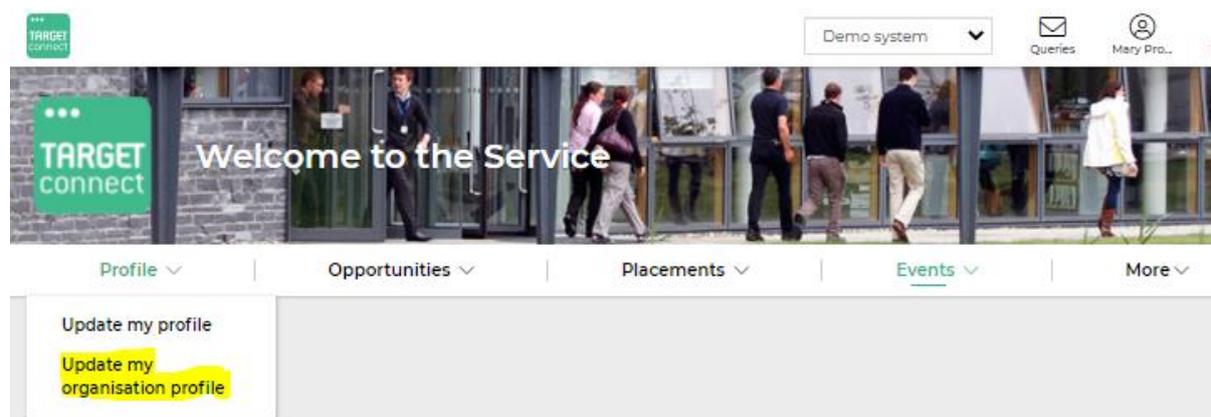
On this page you can also delete time slots by clicking 'X'. Please note that once you have deleted a timeslot it is permanently removed.

## Other:

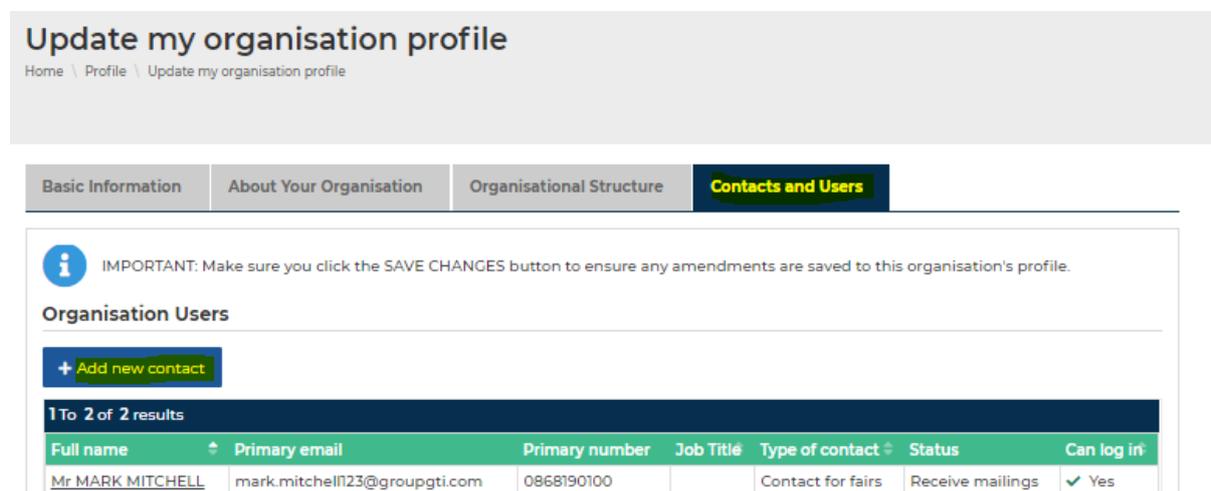
### How do I create a full contact account for a colleague?

You can add a new Contact to your exhibitor account at any time. This can be useful, for example, to allow a colleague to take the place of a Team Member that is unable to attend the event. To add a new exhibitor contact:

Click on 'Profile' > 'Update my organisation profile' from the menu:



Click on the 'Contacts and Users' tab > '+ Add new contact':



Complete the Contact Details form and ensure that the

The new contact will receive with details on how to log in.