



Building your virtual stand

Exhibitor guide

King's Virtual Fairs

Welcome to our event exhibitor guide

This guide will take you through all the stages required to create a successful exhibitor profile and programme at our virtual event.

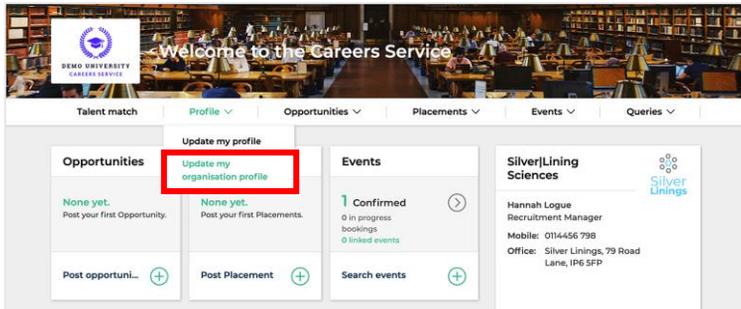
The stages are arranged in a practical and logical order to replicate the event booking process. Each stage is explained in simple steps and illustrated with annotated images of the relevant webpages.

This guide explains how to

- Add event representatives
- Manage 121 meeting schedules
- Join a 121 meeting
- Manage Group Chat schedules
- Update your profile.

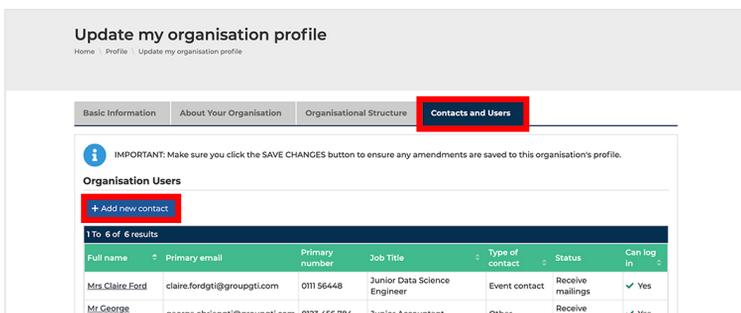
King's Virtual Fairs

Adding event representatives



1

Visit **Profile > Update my organisation profile** on the navigation ribbon.



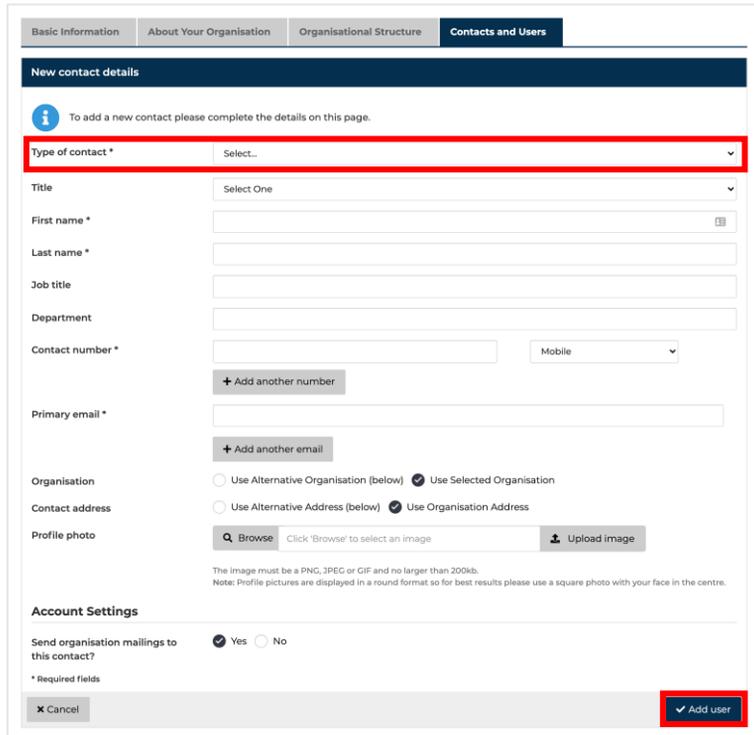
2

Select **Contacts and Users**.

Select **Add new contact**.

King's Virtual Fairs

Adding event representatives



Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users**

New contact details

i To add a new contact please complete the details on this page.

Type of contact * Select...

Title Select One

First name *

Last name *

Job title

Department

Contact number * Mobile

+ Add another number

Primary email *

+ Add another email

Organisation Use Alternative Organisation (below) Use Selected Organisation

Contact address Use Alternative Address (below) Use Organisation Address

Profile photo Click 'Browse' to select an image

The image must be a PNG, JPEG or GIF and no larger than 200kb.
Note: Profile pictures are displayed in a round format so for best results please use a square photo with your face in the centre.

Account Settings

Send organisation mailings to this contact? Yes No

* Required fields

3

Complete **New contact details** form for each additional team member.

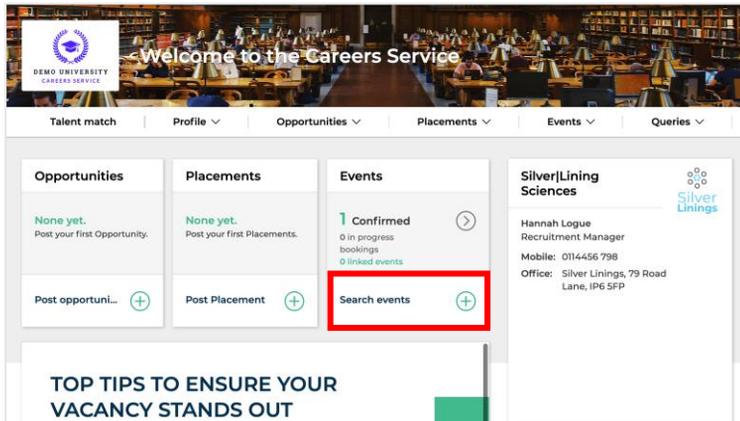
If the team member is assisting with the event choose **Other** in **Type of contact**.

4

When complete, click **Add user**.

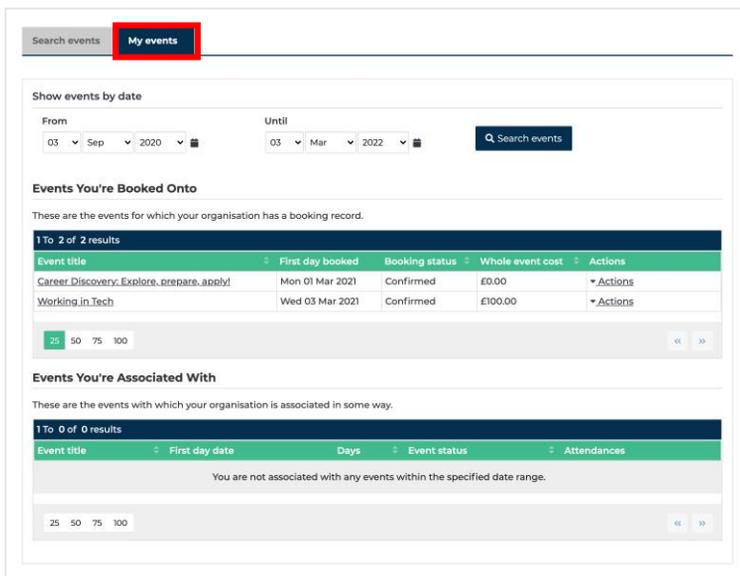
King's Virtual Fairs

Managing 121 meeting schedules



5

Go to the main dashboard of the Career Service platform and click **Search events**

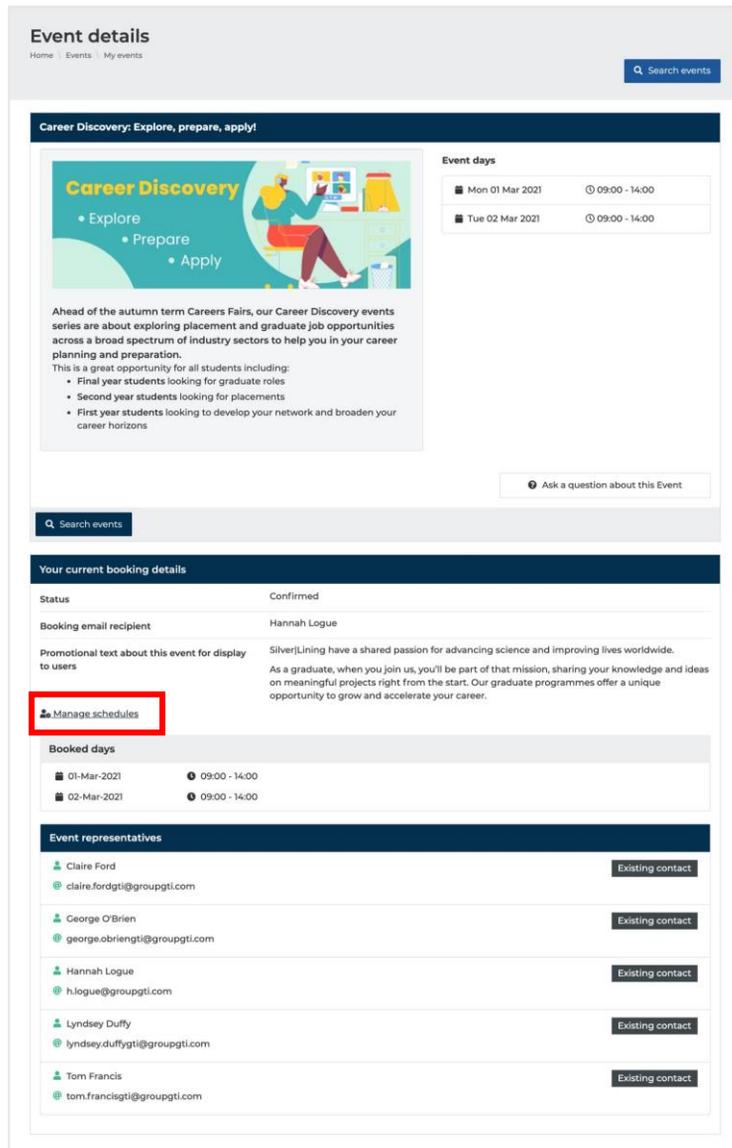


6

View **My events** to see the events the organisation is **Booked Onto** or **Associated With**

King's Virtual Fairs

Managing 121 meeting schedules



Event details
Home | Events | My events Search events

Career Discovery: Explore, prepare, apply!



Ahead of the autumn term Careers Fairs, our Career Discovery events series are about exploring placement and graduate job opportunities across a broad spectrum of industry sectors to help you in your career planning and preparation.

This is a great opportunity for all students including:

- Final year students looking for graduate roles
- Second year students looking for placements
- First year students looking to develop your network and broaden your career horizons

Event days

Mon 01 Mar 2021	09:00 - 14:00
Tue 02 Mar 2021	09:00 - 14:00

Ask a question about this Event

Your current booking details

Status	Confirmed
Booking email recipient	Hannah Logue
Promotional text about this event for display to users	SilverLining have a shared passion for advancing science and improving lives worldwide. As a graduate, when you join us, you'll be part of that mission, sharing your knowledge and ideas on meaningful projects right from the start. Our graduate programmes offer a unique opportunity to grow and accelerate your career.

Manage schedules

Booked days

01-Mar-2021	09:00 - 14:00
02-Mar-2021	09:00 - 14:00

Event representatives

Claire Ford claire.fordgti@groupgti.com	Existing contact
George O'Brien george.obriengti@groupgti.com	Existing contact
Hannah Logue h.logue@groupgti.com	Existing contact
Lyndsey Duffy lyndsey.duffytgi@groupgti.com	Existing contact
Tom Francis tom.francistgi@groupgti.com	Existing contact

7

Click the event name to view the **Event details**.

8

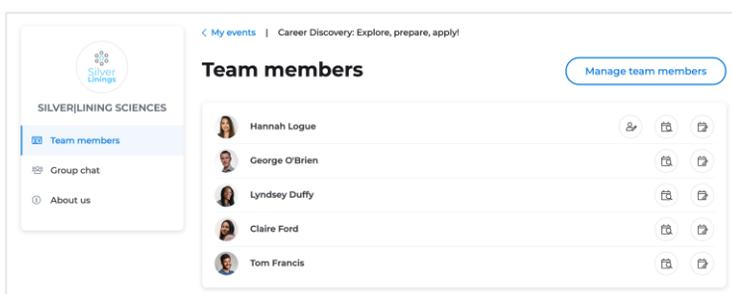
View current booking details and Event representatives.

9

Click **Manage schedules**.

10

View all **Team members**.



SILVERLINING SCIENCES

Team members

Group chat

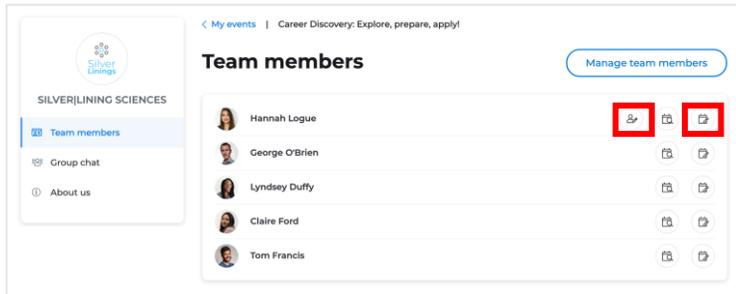
About us

Team members Manage team members

	Hannah Logue			
	George O'Brien			
	Lyndsey Duffy			
	Claire Ford			
	Tom Francis			

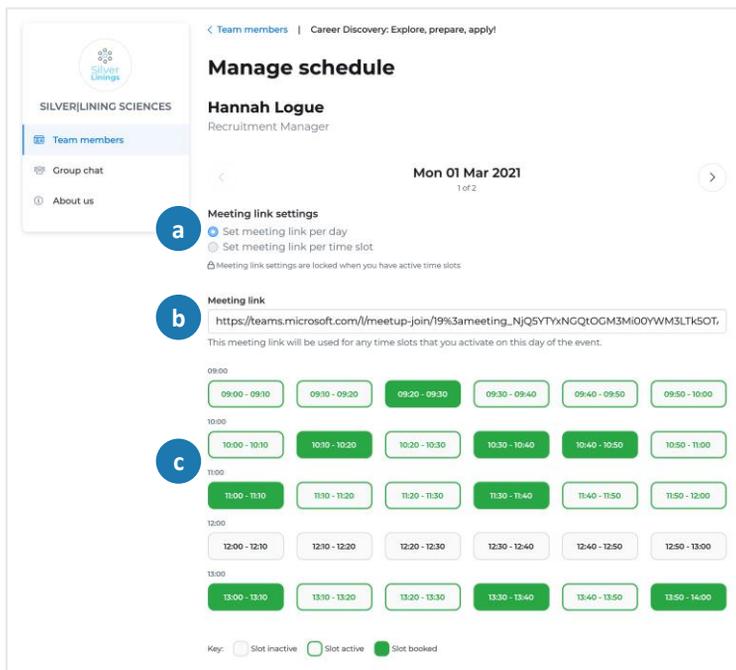
King's Virtual Fairs

Managing 121 meeting schedules



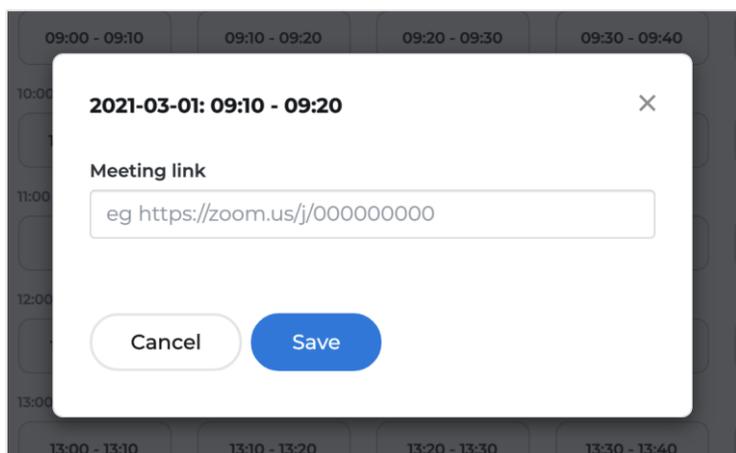
1
1

Select  manage each **Team members'** schedule. Each team member can select  to edit their own profile.



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- a Choose **Meeting link settings**.
- b If a **single link per day**, provide link.
- c Click to choose available times – 1 click enables **Slot active**.

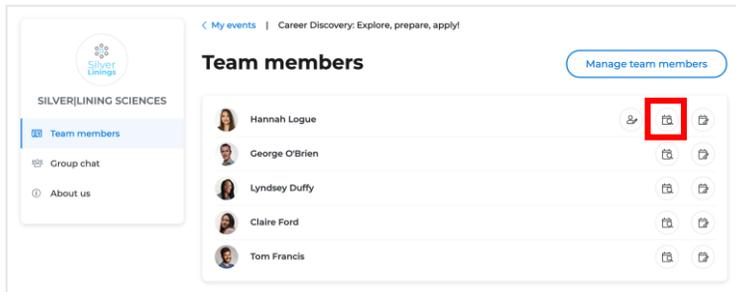


13

If a **meeting link per time slot**, a meeting link is to be provided for each meeting.

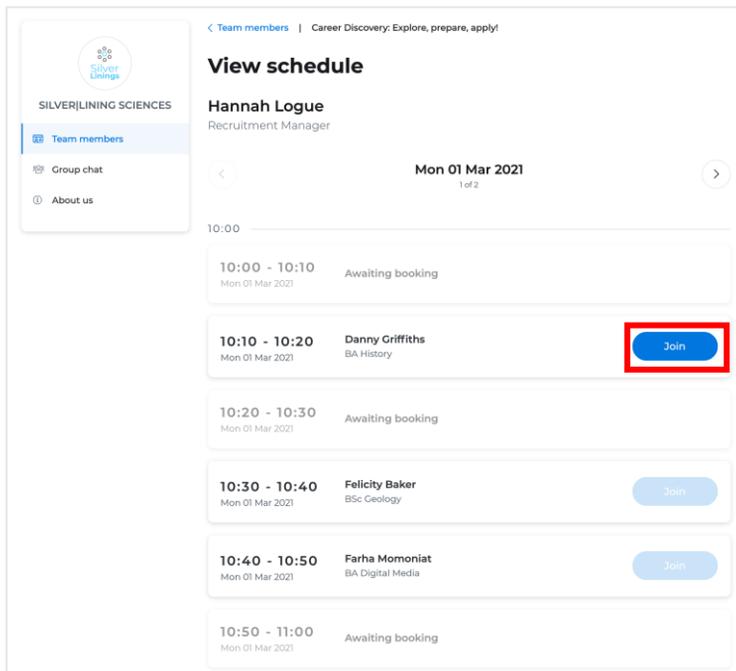
King's Virtual Fairs

Joining a 121 meeting



14

Select  view Schedules.



15

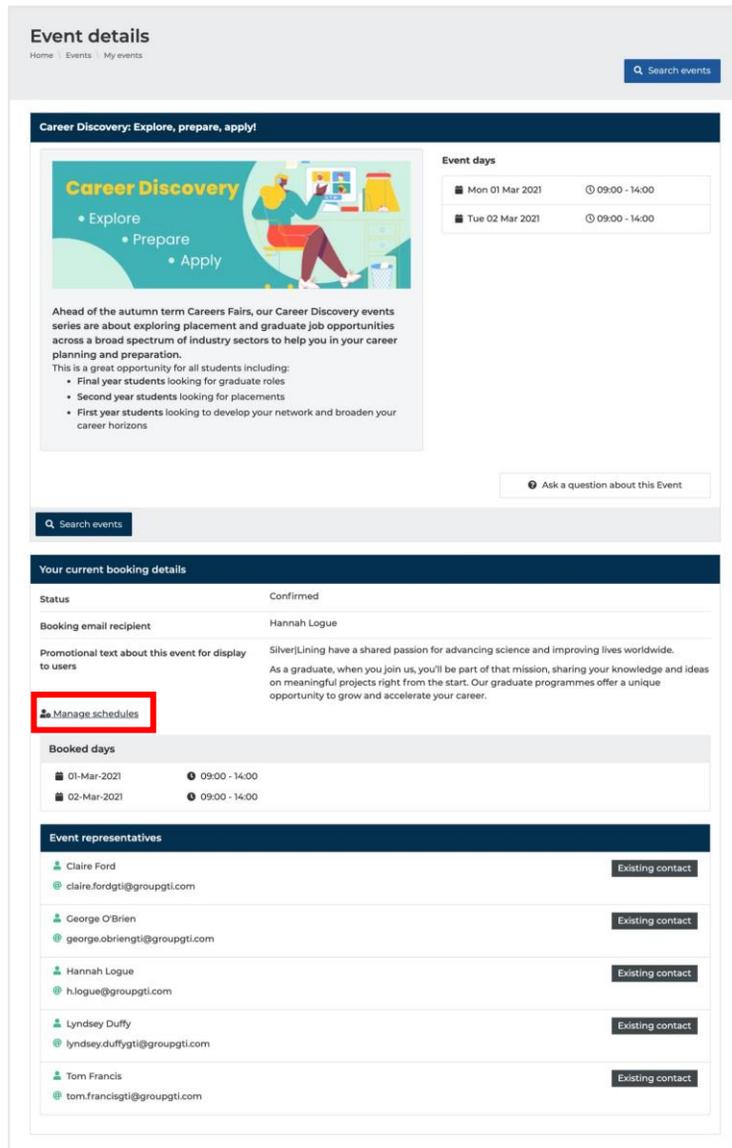
View the full list of times to be booked, meetings that have taken place and upcoming meetings.

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Click **Join** to take part in a meeting.

King's Virtual Fairs

Managing Group Chat schedules



Event details
Home | Events | My events Search events

Career Discovery: Explore, prepare, apply!



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Event days

Mon 01 Mar 2021	09:00 - 14:00
Tue 02 Mar 2021	09:00 - 14:00

Ask a question about this Event

Your current booking details

Status: Confirmed

Booking email recipient: Hannah Logue

Promotional text about this event for display to users: SilverLining have a shared passion for advancing science and improving lives worldwide. As a graduate, when you join us, you'll be part of that mission, sharing your knowledge and ideas on meaningful projects right from the start. Our graduate programmes offer a unique opportunity to grow and accelerate your career.

Manage schedules

Booked days

01-Mar-2021	09:00 - 14:00
02-Mar-2021	09:00 - 14:00

Event representatives

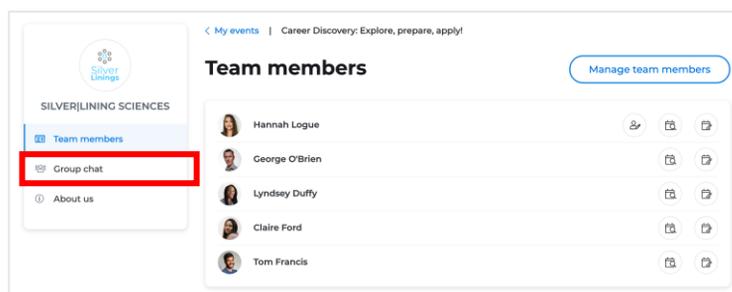
Claire Ford claire.fordgti@groupgti.com	Existing contact
George O'Brien george.obriengti@groupgti.com	Existing contact
Hannah Logue h.logue@groupgti.com	Existing contact
Lyndsey Duffy lyndsey.duffytgi@groupgti.com	Existing contact
Tom Francis tom.francisgti@groupgti.com	Existing contact

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Click the event name to view the **Event details**.

18

Click **Manage schedules**.



SILVERLINING SCIENCES

Team members Manage team members

- Hannah Logue
- George O'Brien
- Lyndsey Duffy
- Claire Ford
- Tom Francis

Group chat

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Click **Group chat**.

King's Virtual Fairs

Managing Group Chat schedules

Manage schedule

Description

Join us in our Group chat channel to hang out with members of our team, chat about any topic you want to know about, hear from others and generally get stuck into learning about Silver|Lining Sciences and the opportunities we have available.

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

Mon 01 Mar 2021

Meeting link for this day of the event

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjQ5YTYxNGQtOGM3Mi00YWVM3LTk5OT,

Duration of event booking

Time slots

09:30 - 11:00 X 12:30 - 14:00 X

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

20

Add a **Description** of the Group meeting.

Input the **Meeting link** for the day.

Choose timeslots or toggle on for the duration of the event.

< Team members | Career Discovery: Explore, prepare, apply!

Group chat

SILVER|LINING SCIENCES

- Team members
- Group chat**
- About us

Join us in our Group chat channel to hang out with members of our team, chat about any topic you want to know about, hear from others and generally get stuck into learning about Silver|Lining Sciences and the opportunities we have available. [Join](#)

LIVE SCHEDULE

MON 01 MAR: 09:30 - 11:00 12:30 - 14:00

TUE 02 MAR: 09:00 - 14:00

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Click **Join** when scheduled times are active.

King's Virtual Fairs

Updating About us

Events You're Booked Onto

These are the events for which your organisation has a booking record.

Event title	First day booked	Booking status	Whole event cost	Actions
Career Discovery: Explore, prepare, apply!	Mon 01 Mar 2021	Confirmed	£0.00	<ul style="list-style-type: none"> View Edit Manage schedules
Working in Tech	Wed 03 Mar 2021	Confirmed	£100.00	
Virtual insights day	Fri 04 Mar 2022	Provisional	£0.00	

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Go to **My events** to review and **edit** your event bookings.

Employers Booking Form

Would you like to be included in the digital brochure for this event?

Promotional text about this event for display to users

File Edit View Insert Format Tools Table

System Font 12pt

SilverLining have a shared passion for advancing science and improving lives worldwide.

As a graduate, when you join us, you'll be part of that mission, sharing your knowledge and ideas on meaningful projects right from the start. Our graduate programmes offer a unique opportunity to grow and accelerate your career.

Join us for a chat
We will be available for 121s from 10:00 - 12:00 and will host a group chat from 12:00 - 13:00.

Preview

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You can update information in the **Promotional text** field to tailor this for the event. It is useful to add details about your **121** or **group chat** availability.

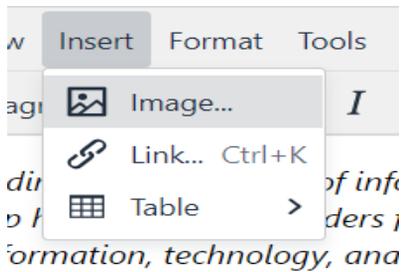
Many students engage passively and may only look at your About Us section.

Making it **attractive** by **embedding an image** at the top and include links to your **social media, videos and website** for them to explore your organisation further to make the most out of the event.

This passive content is available before and after the event.

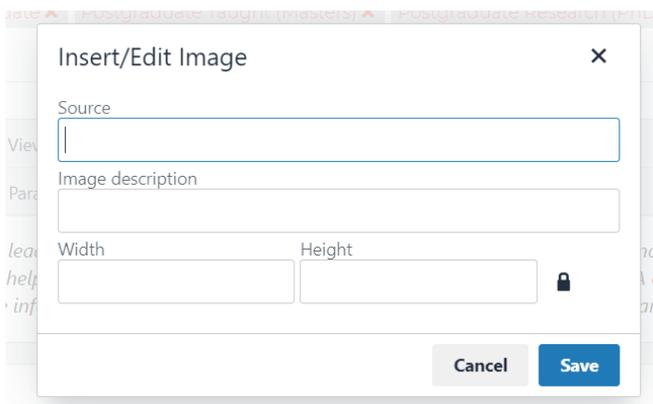
King's Virtual Fairs

Updating About us



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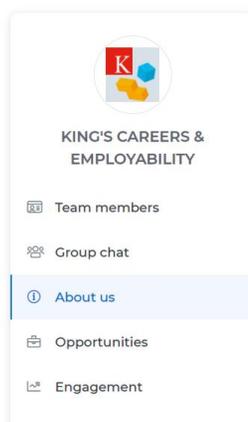
With the cursor in the text where you want to insert the image click Inert then Image.



25

Enter the URL of the image and set it to **900 wide** and ideally about 200 high, although aspect ratio is locked.

Having an image is like having a banner behind your physical stand



[My events](#) | Pharmacy Fair 2021

About us

[Edit profile](#)



King's Careers & Employability team members are available on this link to:

- Answer your questions about how this Pharmacy Fair works and how to get what you need
- Explore your career options in Pharmacy and beyond
- Explain how King's Careers & Employability supports you with career planning, applications and interviews
- All questions are welcome. There's no need to worry about asking the 'right thing'.

King's Virtual Fairs

During the event

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During the event you can **track the engagement** with your stand from the Engagement tab

The screenshot shows a dashboard for 'Pharmacy Fair 2021' with a left-hand navigation menu and a main 'Engagement' section. The navigation menu includes: KING'S CAREERS & EMPLOYABILITY, Team members, Group chat, About us, Opportunities, and Engagement (highlighted). The Engagement section displays the following metrics:

- Event footfall: 0
- Stand footfall: 0
- Unique visitors: 0
- Group chats: Total sessions (0) and Attendees (0)
- Opportunities: Displayed (0), Saved (0), Viewed (0)

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You can also monitor click throughs to the opportunities you have posted on our jobs board and linked to your stand