

## Student Guide: Virtual Career Fair - What to Expect

### Registering for a Virtual Career Fair

You will need to register early on [gbcareers.georgebrown.ca](http://gbcareers.georgebrown.ca) for the virtual career fair. Please review the agenda and event page to know the employers that will be participating in a virtual career fair.

Please follow these steps to register:

1. Visit [gbcareers.georgebrown.ca](http://gbcareers.georgebrown.ca)
2. Login with your student ID and six-digit STU-VIEW password
3. Click "Career Services" tab on the dashboard
4. Click "Workshops and Events"
5. Select the session that you would attend
6. Complete the registration form

You will receive a confirmation email shortly after you register with the event details. It will be sent to your GBC email address, please check your GBC email often so you do not miss any additional information about the virtual career fair.

### Agenda

- 10:00 am - 10:15 am: Welcome Message & Career Fair Guide for Students
- 10:15 am - 12:50 pm: Each employer's breakout room will be open
- 12:50 pm - 1:00 pm: Closing Message and Wrap-up

### Joining the Virtual Career Fair

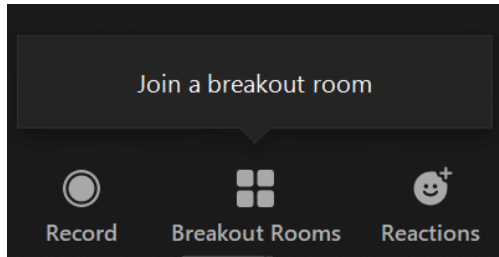
A Zoom meeting invite will be sent to you one week prior to the event. You will need a laptop, desktop computer, tablet/iPad, or phone to access the session. Each employer session will be held in self-select breakout rooms.

**Note: For you to use this self-select breakout room properly in Zoom meeting, you will need to have the latest version of Zoom on your device(s).** Please make sure that you update Zoom to the latest version on your device.

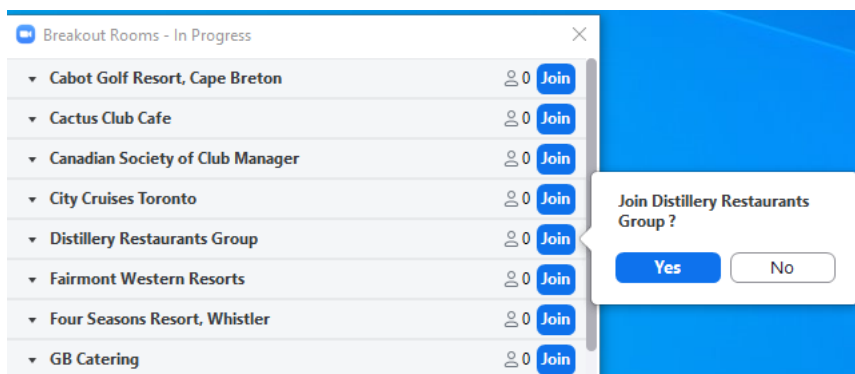
- 1) Please join the virtual career fair by clicking the Zoom meeting link.
- 2) Please use **your full name and program name** to join (i.e., **Jane Doe, Hotel Operations student**) the fair.
- 3) Please note that you will be waiting in the waiting room until the host will accept you and you will be muted upon entry.
- 4) Please make sure you find a place where you have a stable internet connection (We encourage you to use a laptop for better experience)

## How to Switch Between Breakout Rooms

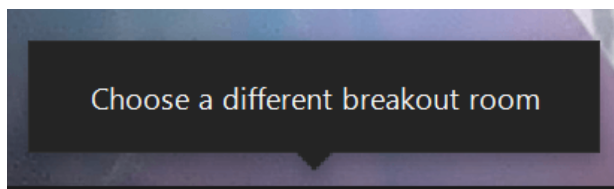
As a participant in a virtual career fair Zoom meeting with self-select breakout rooms, you're in control of which breakout room you join. Once the host has opened breakout rooms, a message saying **Join a breakout room** will appear above the Breakout Rooms button in the meeting toolbar.



Select the **Breakout Rooms** button, and from there you can choose which breakout room to join. A popup window will appear where you can select the **Join** link for the breakout room of your choice.

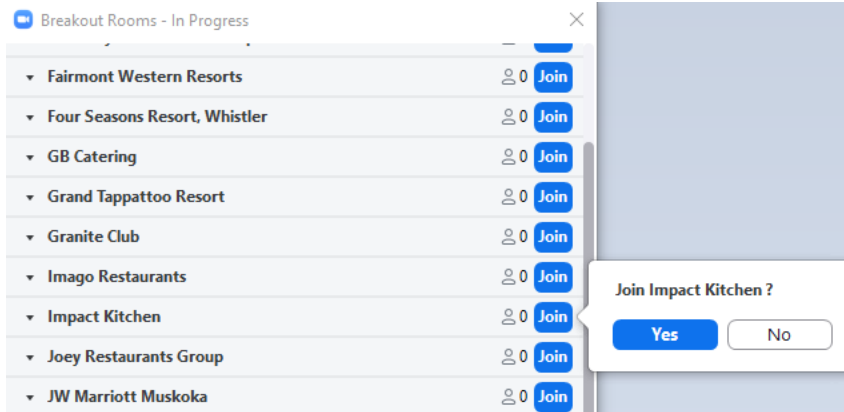


If you're already in a breakout room and you'd like to join a different one, refer back to the Breakout Rooms button in the meeting toolbar. You'll see a message above the button that says **Choose a different breakout room**.



Select the **Breakout Rooms** button, and you'll be able to join a different room.

Note: we encourage students to visit as many employers as possible throughout the fair and you will see a message in every 20 minutes to visit other employers' breakout rooms. However, you should aim to have meaningful career conversations with your target employers. You are free to stay with the same employer longer than 20 minutes.



Nothing else has changed about being an attendee in a breakout room. You can still mute yourself, turn your camera off and on, and type in the chat panel.

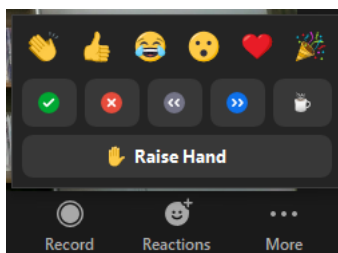
### What to expect during the Virtual Career Fair

Will I need to turn on my camera and microphone?

We recommend you turn on your camera when you enter each employer’s breakout room. Remember you can make strong first impressions by dressing up for this virtual career fair. However, please mute yourself while speakers are presenting in their breakout rooms. Speakers may ask for audience participation and if you would like to participate, you can turn on your microphone to ask questions or post your questions on the chat as well.

What level of interaction is expected?

Speakers may ask the audience questions throughout the session, and we invite you to actively engage with speakers by asking questions and listening attentively. Try to use **Reactions** to raise a hand or show some emojis as well. You may type your questions into the chat.



Speakers may launch poll questions to survey the audience – please select your answers when the polls are open.

Will the breakout room sessions be recorded?

Session will be recorded for students who may not have the opportunity to attend.

Will closed captioning be available?

If you require closed captioning or support with an accessibility need, please reach out to us as soon as possible at [careercentre@georgebrown.ca](mailto:careercentre@georgebrown.ca) so we can arrange for these services to be available during your session(s).

Who do I contact if I have questions or experience problems during the session?

Please email [careercentre@georgebrown.ca](mailto:careercentre@georgebrown.ca) if you cannot get in the Zoom meeting room.

I have an accommodation request, who do I contact?

We would prefer knowing about your accommodation needs in advance – if you forgot to include your accommodation request when you registered, please send it to us as soon as possible at [careercentre@georgebrown.ca](mailto:careercentre@georgebrown.ca).

### **After the session**

We hope you enjoyed the session! We would encourage you to follow up with employers to take your next steps: applying to open positions, sending your thank-you email and LinkedIn connection request to recruiters, etc. We are always looking for ways to improve our events. Should you have any questions, you can reach out to us at [careercentre@georgebrown.ca](mailto:careercentre@georgebrown.ca)