Imperial Online Careers Fairs 2021

Exhibitor guide

Imperial College London

# 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.
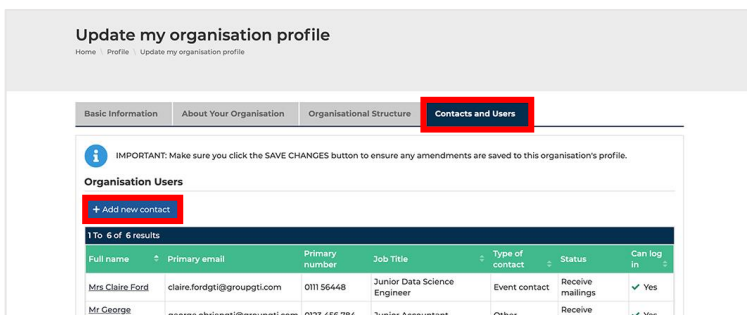
This guide explains how to

- Add event representatives
- Manage 121 meeting schedules
- Join a 121 meeting
- Manage Group Chat schedules
- Update your profile
- Display available opportunities
- View engagement metrics.

Adding event representatives
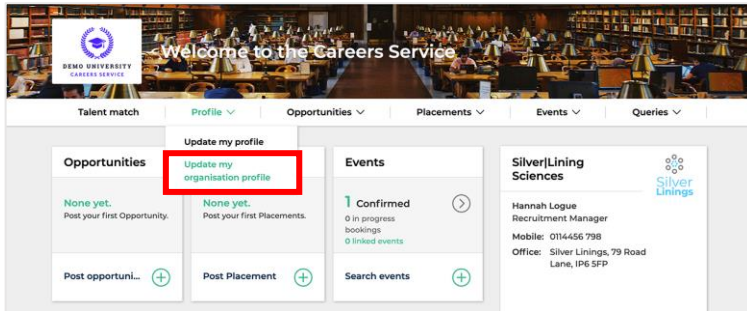
1 Visit
Profile > **Update my organisation profile** on the navigation ribbon.

2 Select
Contacts and Users.

Select
Add new contact.
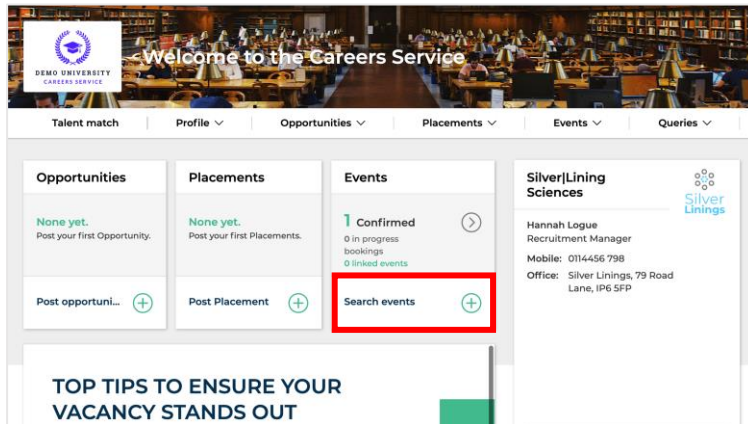
Adding event representatives

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**.

Managing 121 meeting schedules
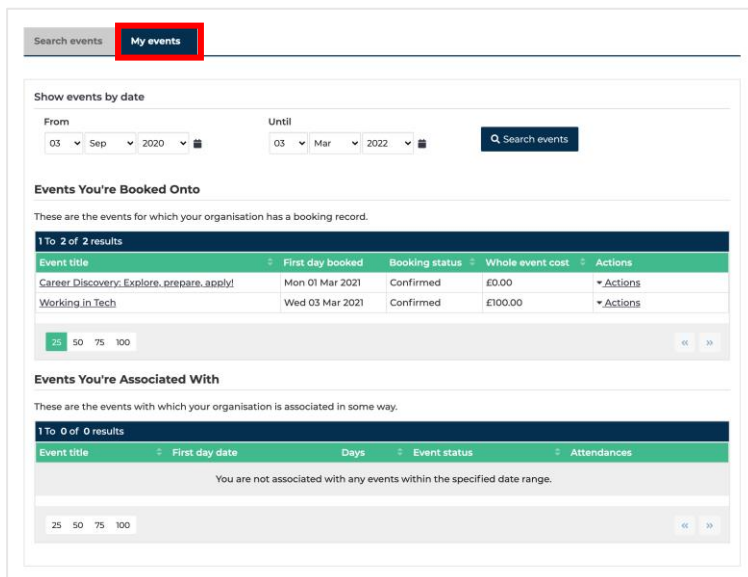
5 Go to the main dashboard of the Career Service platform and click **Search events**

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

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Managing 121 meeting schedules

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

8 View current booking details and Event representatives.

9 Click **Manage schedules**.

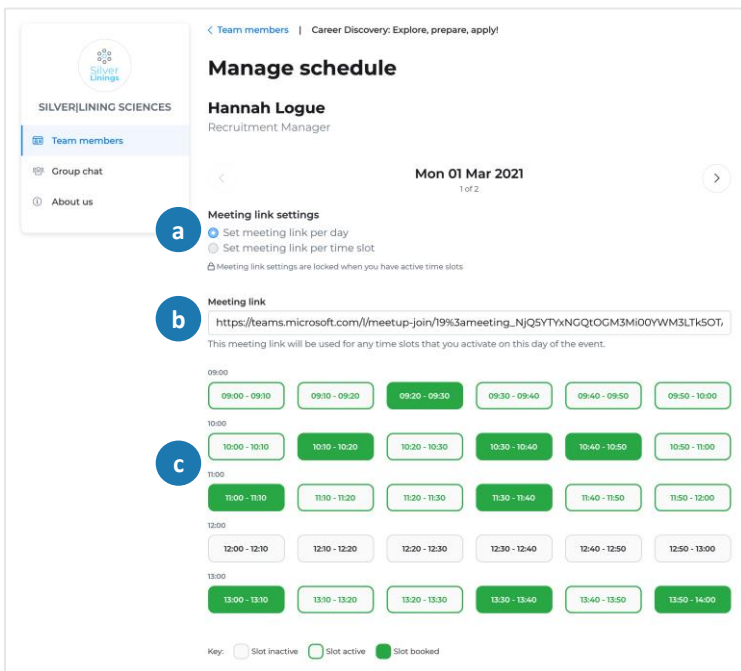**10** View all **Team members**.

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Managing 121 meeting schedules
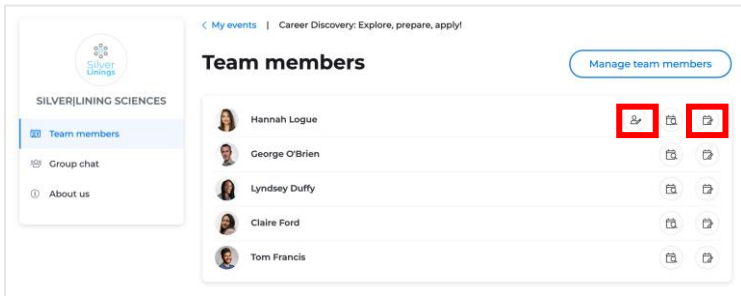
11 Select ✎ manage each **Team members'** schedule.
Each team member can select to edit their own profile.
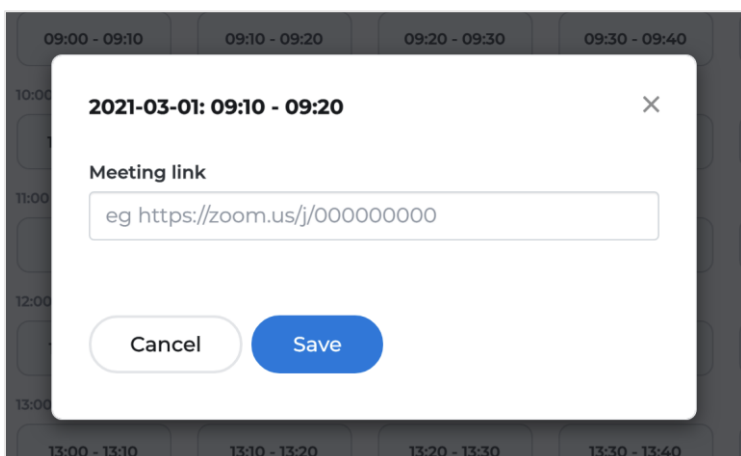
12

a Choose **Meeting link settings**.

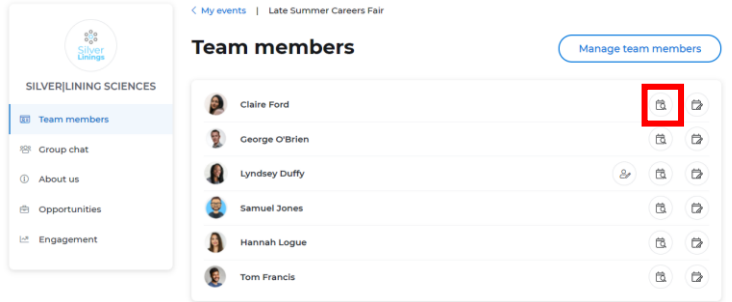**b** If a **single link per day**, provide link.

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.
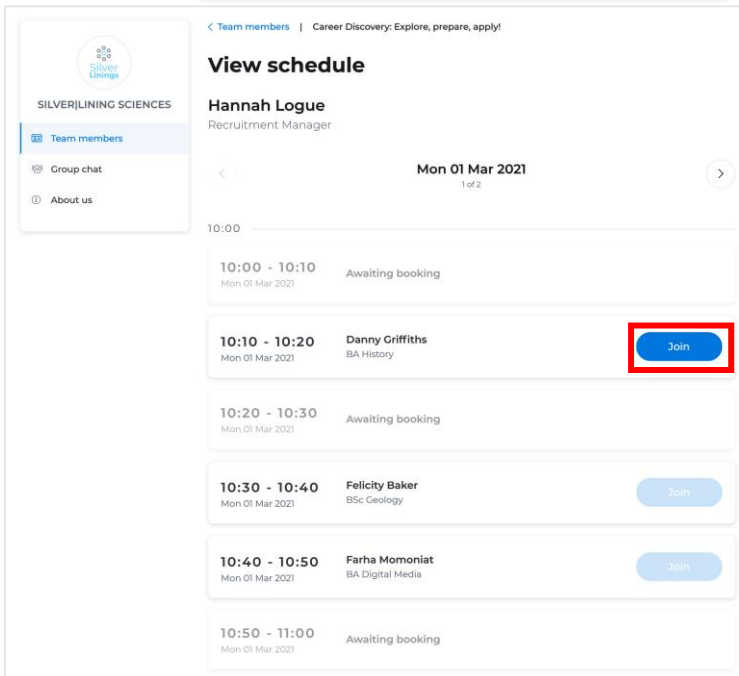
Joining a 121 meeting

14   Select 🔍 view **Schedules**.

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

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

Managing Group Chat schedules

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

18 Click **Manage schedules**.

19 Click **Group chat**.

Managing Group Chat schedules

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.

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

Updating About us

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

23 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.

Displaying Jobs

23 Go to **My events** to review and click **Actions > Manage Schedules**
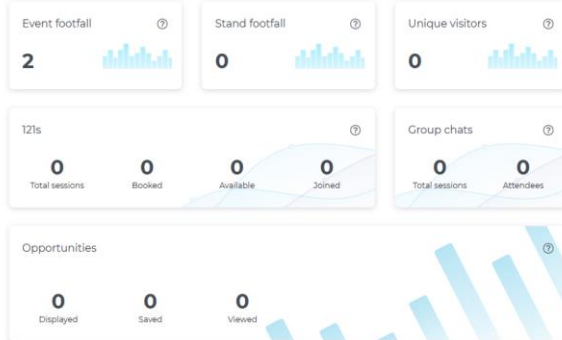
24 Clicking **Engagement** will then allow you to see various metrics about this event. Click on the **?** on each panel for more info