



# **University of Southampton**

*Virtual Careers Fair*

## **Exhibitor guide**

# Welcome to our event exhibitor guide

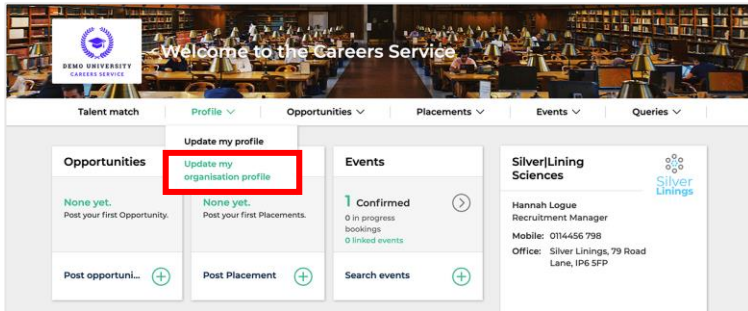
This guide will take you through all the stages required to create a successful exhibitor profile and programme at our virtual event.

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

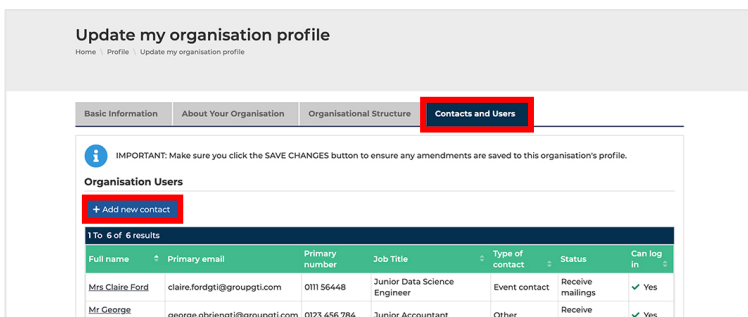
- Add event representatives
- Manage 121 meeting schedules
- Join a 121 meeting
- Manage Group Chat schedules
- Update your profile
- Display available opportunities
- View engagement metrics.

# 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

The screenshot shows a web form titled 'New contact details' under the 'Contacts and Users' tab. The form includes several sections: 'Type of contact \*' (a dropdown menu highlighted with a red box), 'Title' (a dropdown menu), 'First name \*', 'Last name \*', 'Job title', 'Department', 'Contact number \*' (with a 'Mobile' dropdown and '+ Add another number' button), 'Primary email \*' (with '+ Add another email' button), 'Organisation' (with radio buttons for 'Use Alternative Organisation (below)' and 'Use Selected Organisation'), 'Contact address' (with radio buttons for 'Use Alternative Address (below)' and 'Use Organisation Address'), and 'Profile photo' (with 'Browse' and 'Upload image' buttons). Below these is an 'Account Settings' section with a 'Send organisation mailings to this contact?' checkbox (checked for 'Yes'). At the bottom, there are 'Cancel' and 'Add user' buttons, with the 'Add user' button highlighted with a red box.

3

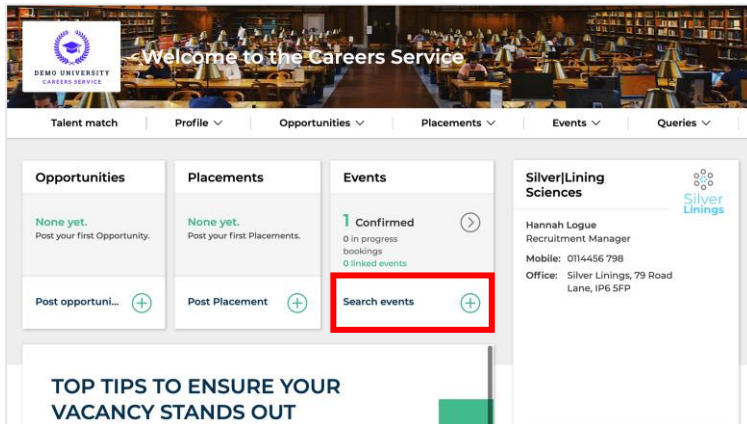
Complete **New contact details** form for each additional team member.

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

4

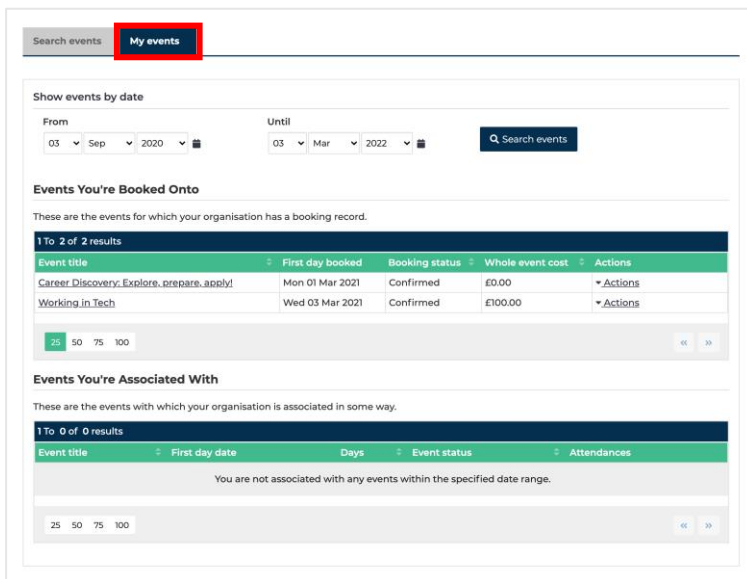
When complete, click **Add user**.

# 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**

# Managing 121 meeting schedules

**Event details**  
Home | Events | My events

Search events

**Career Discovery: Explore, prepare, apply!**

**Career Discovery**  
• Explore  
• Prepare  
• Apply

Event days

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

Ask a question about this Event

Search events

**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.fordgtl@groupgtl.com	Existing contact
George O'Brien george.obriengtl@groupgtl.com	Existing contact
Hannah Logue h.logue@groupgtl.com	Existing contact
Lyndsey Duffy lyndsey.duffygtl@groupgtl.com	Existing contact
Tom Francis tom.franciscgtl@groupgtl.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**.

My events | Late Summer Careers Fair

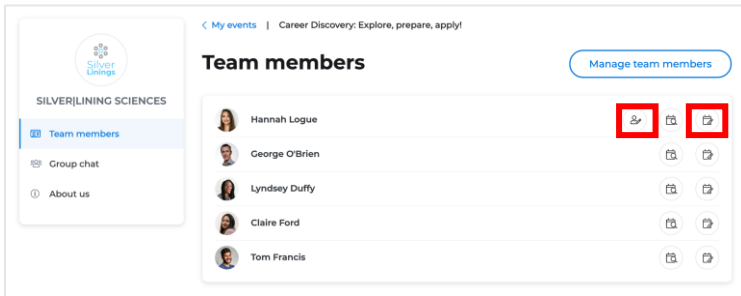
**Team members** Manage team members

SILVERLINING SCIENCES



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

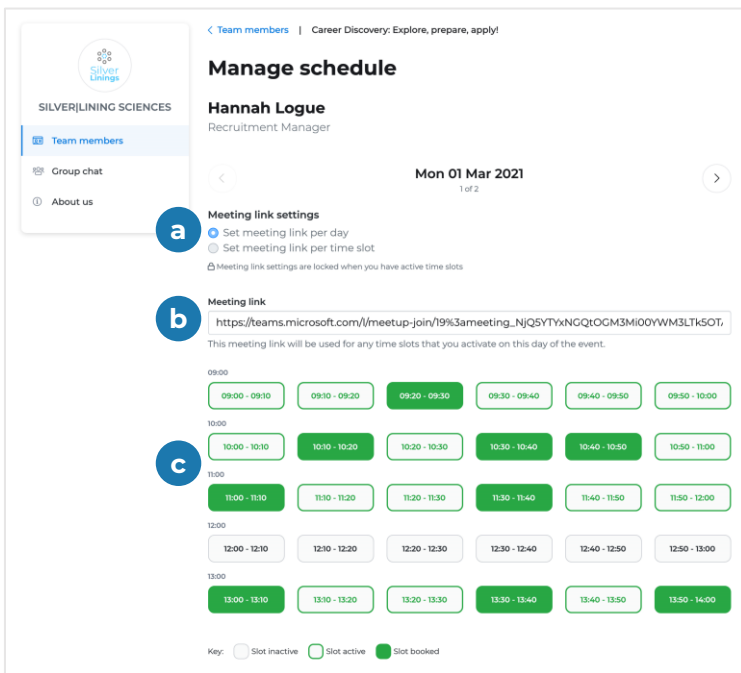
Claire Ford	
George O'Brien	
Lyndsey Duffy	
Samuel Jones	
Hannah Logue	
Tom Francis	

# Managing 121 meeting schedules



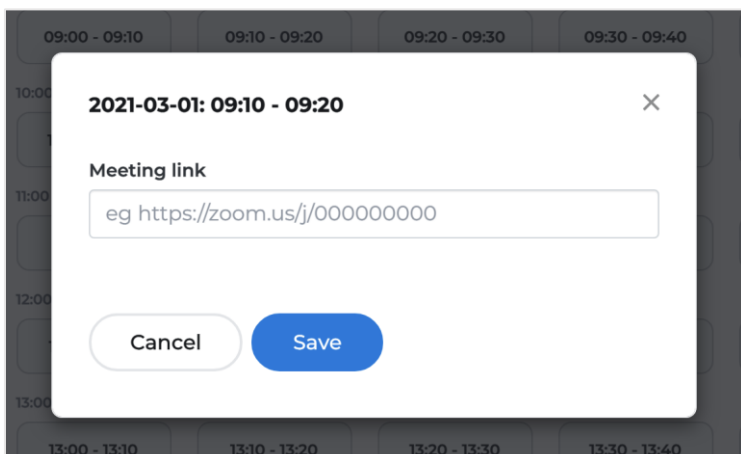
11

Select  to 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

My events | Late Summer Careers Fair

**Team members** Manage team members

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

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Select  to view **Schedules**.

Team members | Career Discovery: Explore, prepare, apply

**View schedule**

Hannah Logue  
Recruitment Manager

Mon 01 Mar 2021  
1 of 2

10:00 - 10:10	Awaiting booking	
10:10 - 10:20	Danny Griffiths BA History	<b>Join</b>
10:20 - 10:30	Awaiting booking	
10:30 - 10:40	Felicity Baker BSc Geology	Join
10:40 - 10:50	Farha Momoniat BA Digital Media	Join
10:50 - 11:00	Awaiting booking	

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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.



# Managing Group Chat schedules

**Event details**  
Home | Events | My events

Search events

**Career Discovery: Explore, prepare, apply!**

**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

Search events

**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
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**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

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

18

Click **Manage schedules**.

My events | Career Discovery: Explore, prepare, apply!

**Team members**

Manage team members

SILVERLINING SCIENCES

Team members

**Group chat**

About us

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

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Click **Group chat**.

# 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\\_NjQ5YTYxNGQ0OGM3Mi00YWM3LTk5OT,](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjQ5YTYxNGQ0OGM3Mi00YWM3LTk5OT,)

Duration of event booking

### Time slots

09:30 - 11:00 X

12:30 - 14:00 X

Start time

End time

Add time slot

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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.

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

The screenshot shows the 'Group chat' interface for 'SILVER|LINING SCIENCES'. On the left, there is a navigation menu with options: 'Team members', 'Group chat' (selected), and 'About us'. The main content area displays the chat description, a 'LIVE' indicator, and a 'Join' button highlighted with a red box. Below the chat area, a 'LIVE SCHEDULE' is shown with the following details:

Day	Time Slots
MON 01 MAR:	09:30 - 11:00 12:30 - 14:00
TUE 02 MAR:	09:00 - 14:00

# 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"> <li>View</li> <li><b>Edit</b></li> <li>Manage schedules</li> </ul>
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?  Yes

Promotional text about this event for display to users

File Edit View Insert Format Tools Table

↶ ↷ Bold I U 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.

P = STRONG

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.

# Displaying Jobs

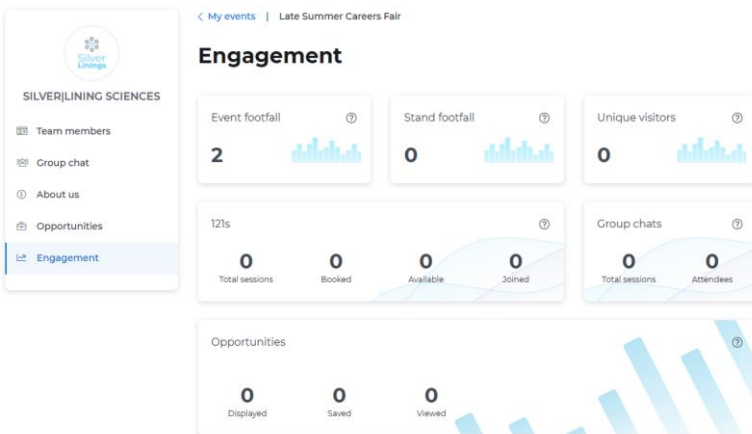
## Events You're Booked Onto

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"> <li>View</li> <li>Edit</li> <li>Manage schedules</li> </ul>
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Go to **My events** to review and click **Actions > Manage Schedules**



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Clicking **Engagement** will then allow you to see various metrics about this event. Click on the **?** on each panel for more info