



**Imperial College
London**

Imperial Online Careers Fairs 2021

Exhibitor guide

Welcome to our event exhibitor guide

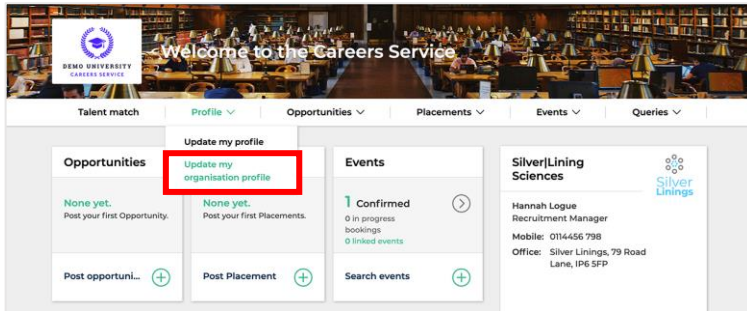
This guide will take you through all the stages required to create a successful exhibitor profile and programme at our virtual event.

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

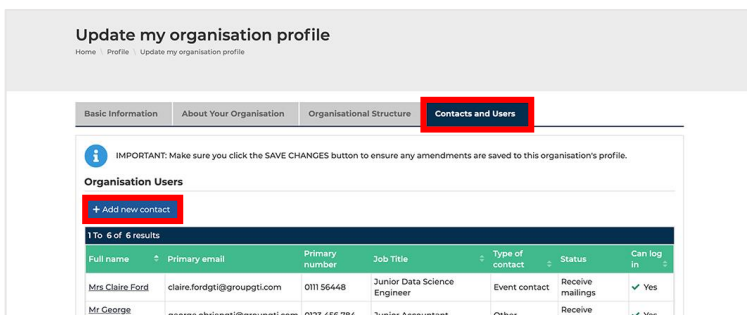
- Add event representatives
- Manage 121 meeting schedules
- Join a 121 meeting
- Manage Group Chat schedules
- Update your profile
- Display available opportunities
- View engagement metrics.

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 fields for 'Type of contact', 'Title', 'First name', 'Last name', 'Job title', 'Department', 'Contact number', 'Primary email', 'Organisation', 'Contact address', and 'Profile photo'. There are also 'Account Settings' for sending mailings. The 'Type of contact' dropdown is highlighted with a red box. At the bottom right, the 'Add user' button is also highlighted with a red box.

3

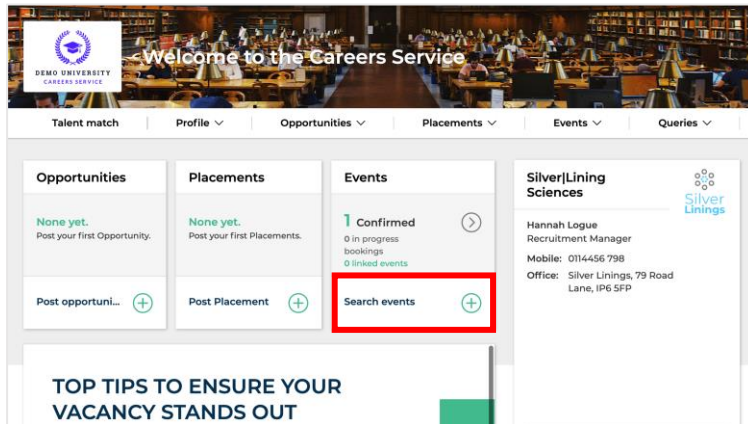
Complete **New contact details** form for each additional team member.

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



Welcome to the Careers Service

Talent match | Profile | Opportunities | Placements | Events | Queries

Opportunities
None yet.
Post your first Opportunity.

Placements
None yet.
Post your first Placements.

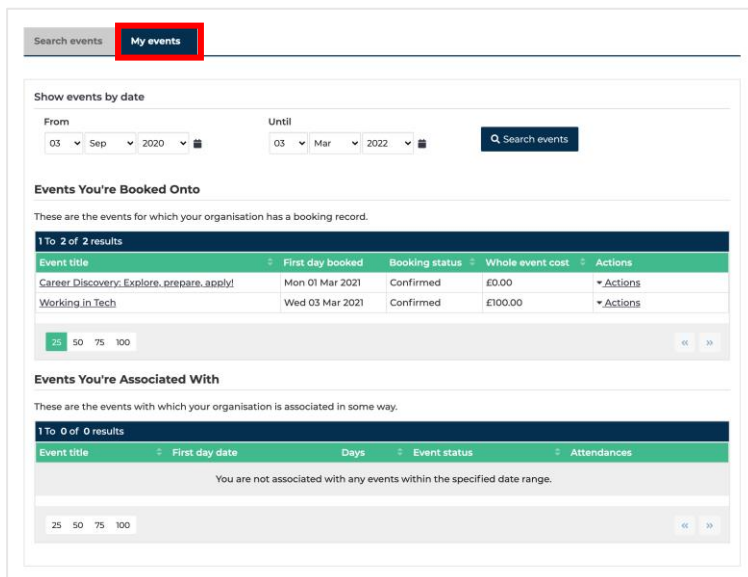
Events
1 Confirmed
0 in progress bookings
0 linked events
Search events

Silver|Lining Sciences
Hannah Logue
Recruitment Manager
Mobile: 0114456 798
Office: Silver Linings, 79 Road Lane, IP6 5FP

TOP TIPS TO ENSURE YOUR VACANCY STANDS OUT

5

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



Search events | **My events**

Show events by date
From: 03 Sep 2020 | Until: 03 Mar 2022 | Search events

Events You're Booked Onto
These are the events for which your organisation has a booking record.

1 To 2 of 2 results

Event title	First day booked	Booking status	Whole event cost	Actions
Career Discovery: Explore, prepare, apply!	Mon 01 Mar 2021	Confirmed	£0.00	Actions
Working in Tech	Wed 03 Mar 2021	Confirmed	£100.00	Actions

25 50 75 100

Events You're Associated With
These are the events with which your organisation is associated in some way.

1 To 0 of 0 results

Event title	First day date	Days	Event status	Attendances
You are not associated with any events within the specified date range.				

25 50 75 100

6

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

Managing 121 meeting schedules

The screenshot shows the 'Event details' page for 'Career Discovery: Explore, prepare, apply!'. The page includes a search bar, a navigation menu, and a main content area with an illustration of a person working on a laptop. Below the illustration, there is a section for 'Event days' listing dates and times. A 'Manage schedules' button is highlighted with a red box. The page also features a 'Your current booking details' section with fields for status, booking email recipient, and promotional text. At the bottom, there is a list of 'Event representatives' with their names and contact information.

7

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

8

View current booking details and Event representatives.

9

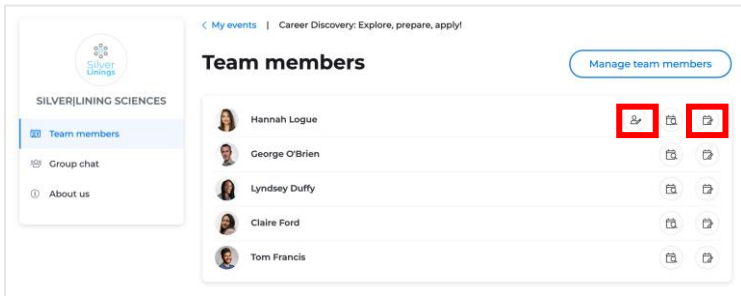
Click **Manage schedules**.

10


View all **Team members**.


The screenshot shows the 'Team members' page for SilverLining Sciences. The page features a navigation menu on the left with options like 'Team members', 'Group chat', 'About us', 'Opportunities', and 'Engagement'. The main content area displays a list of team members with their names and profile pictures. A 'Manage team members' button is visible at the top right.

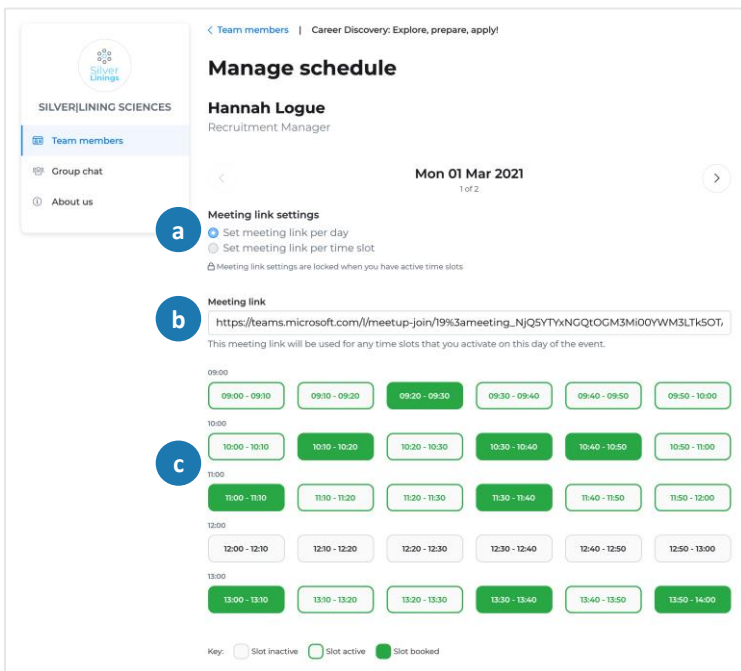
Managing 121 meeting schedules



1
1

Select  manage each **Team members'** schedule.

Each team member can select  to edit their own profile.

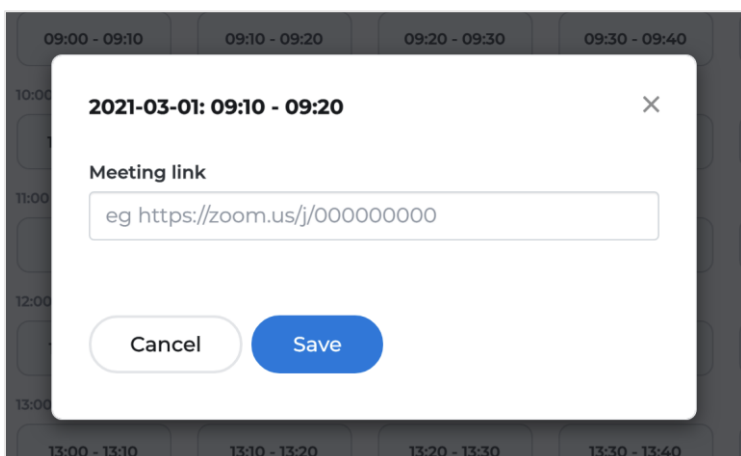


12

a Choose **Meeting link settings**.

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

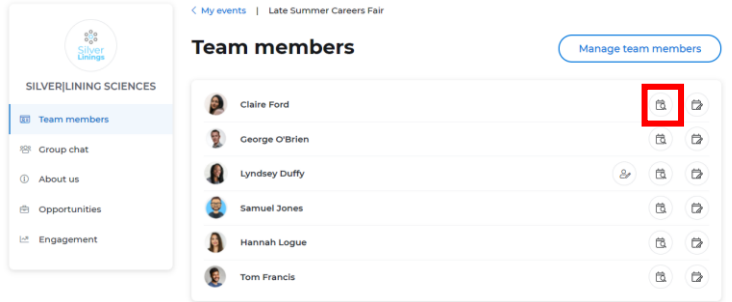
c Click to choose available times – 1 click enables **Slot active**.



13

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


Joining a 121 meeting

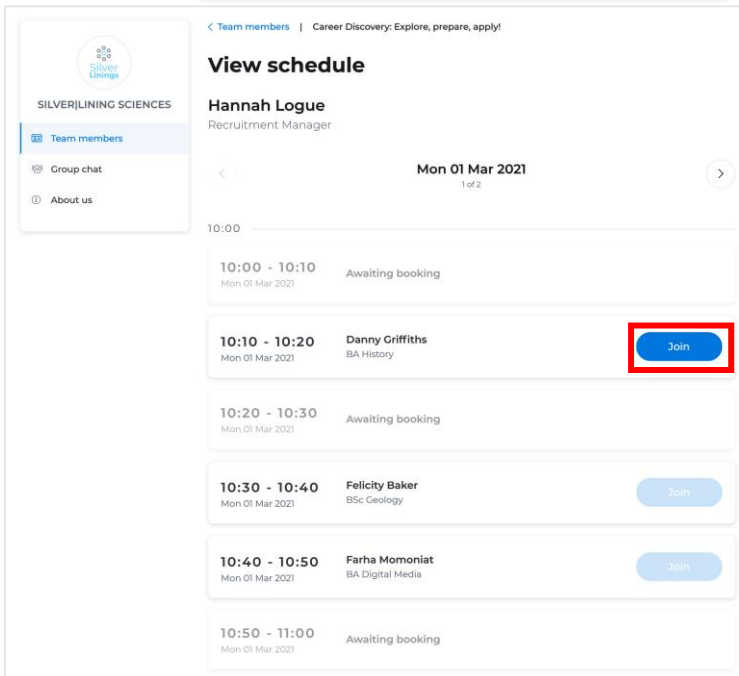


Team members Manage team members

Name	Profile Picture	Join Button
Claire Ford		<input type="button" value="Join"/>
George O'Brien		<input type="button" value="Join"/>
Lyndsey Duffy		<input type="button" value="Join"/>
Samuel Jones		<input type="button" value="Join"/>
Hannah Logue		<input type="button" value="Join"/>
Tom Francis		<input type="button" value="Join"/>

14

Select  view Schedules.



View schedule

Hannah Logue
Recruitment Manager

Mon 01 Mar 2021

Time	Meeting Name	Join Button
10:00 - 10:10	Awaiting booking	
10:10 - 10:20	Danny Griffiths BA History	<input type="button" value="Join"/>
10:20 - 10:30	Awaiting booking	
10:30 - 10:40	Felicity Baker BSc Geology	<input type="button" value="Join"/>
10:40 - 10:50	Farha Momoniat BA Digital Media	<input type="button" value="Join"/>
10:50 - 11:00	Awaiting booking	

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

The screenshot shows the 'Event details' page for 'Career Discovery: Explore, prepare, apply!'. The page includes a search bar, a navigation menu, and a main content area. The main content area features a banner with the event title and a list of steps: 'Explore', 'Prepare', and 'Apply'. Below the banner is a description of the event and a list of target students. To the right, there is a section for 'Event days' with a table showing dates and times. At the bottom, there is a 'Your current booking details' section with a 'Manage schedules' link highlighted in a red box.

Event days	Time
Mon 01 Mar 2021	09:00 - 14:00
Tue 02 Mar 2021	09:00 - 14:00

Booked days	Time
01-Mar-2021	09:00 - 14:00
02-Mar-2021	09:00 - 14:00

Event representatives	Contact
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

17

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

18

Click **Manage schedules**.

The screenshot shows the 'Team members' page for 'Career Discovery: Explore, prepare, apply!'. The page includes a search bar, a navigation menu, and a main content area. The main content area features a list of team members with their names and contact information. A 'Group chat' link is highlighted in a red box.

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

19

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_NjQ5YTYxNGQtOGM3Mi00YWM3LTk5OT,

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.

21

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

The screenshot shows the Silver|Lining Sciences Group chat interface. On the left, there is a navigation menu with options: Team members, Group chat (selected), and About us. The main content area is titled 'Group chat' and includes a 'LIVE' indicator. Below the title, there is a description of the group chat and a 'Join' button highlighted with a red box. At the bottom, there is a 'LIVE SCHEDULE' section with the following information:

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	View
Working in Tech	Wed 03 Mar 2021	Confirmed	£100.00	Edit
Virtual insights day	Fri 04 Mar 2022	Provisional	£0.00	Manage schedules

22

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

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

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

Events You're Booked Onto

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

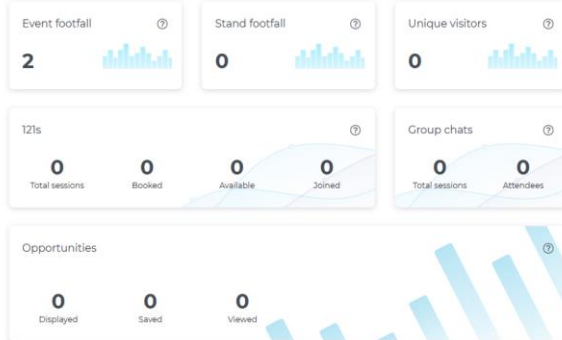
Event title	First day booked	Booking status	Whole event cost	Actions
Career Discovery: Explore, prepare, apply!	Mon 01 Mar 2021	Confirmed	£0.00	Actions
Working in Tech	Wed 03 Mar 2021	Confirmed	£100.00	View
Virtual insights day	Fri 04 Mar 2022	Provisional	£0.00	Edit

23

Go to **My events** to review and click **Actions > Manage Schedules**

< My events | Late Summer Careers Fair

Engagement



24

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