

Attendee User Guide – RTS Futures Virtual Careers Fair 2022

Entering the Virtual Careers Fair 2022

- You will receive an email from Airmeet with your unique link to the event.
- Click the unique link which will direct you to the event landing page. This page will display the event details such as title, date, time, sessions, sponsors.
- You will then be required to fill in some additional details, name, job title, organisation etc. These details will appear on your profile.
- You will need to allow device permissions to grant access to your use your camera and mic.

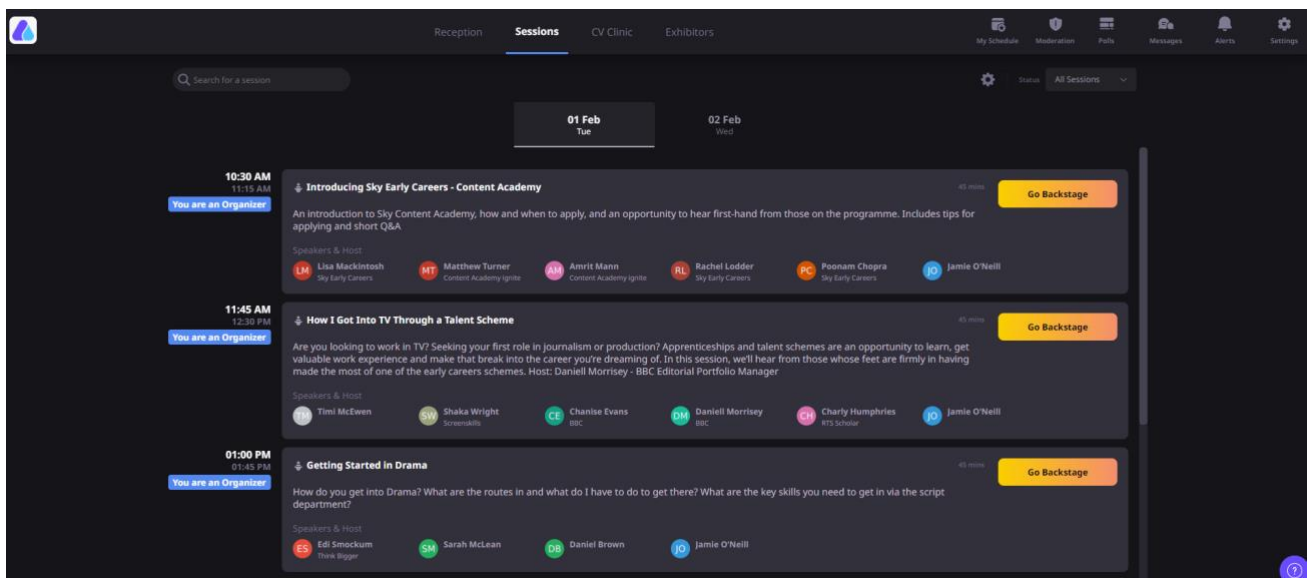
Reception

- Once you have logged into the event you will arrive in the Reception area. The Reception is the official welcome area. Please do watch the welcome video.



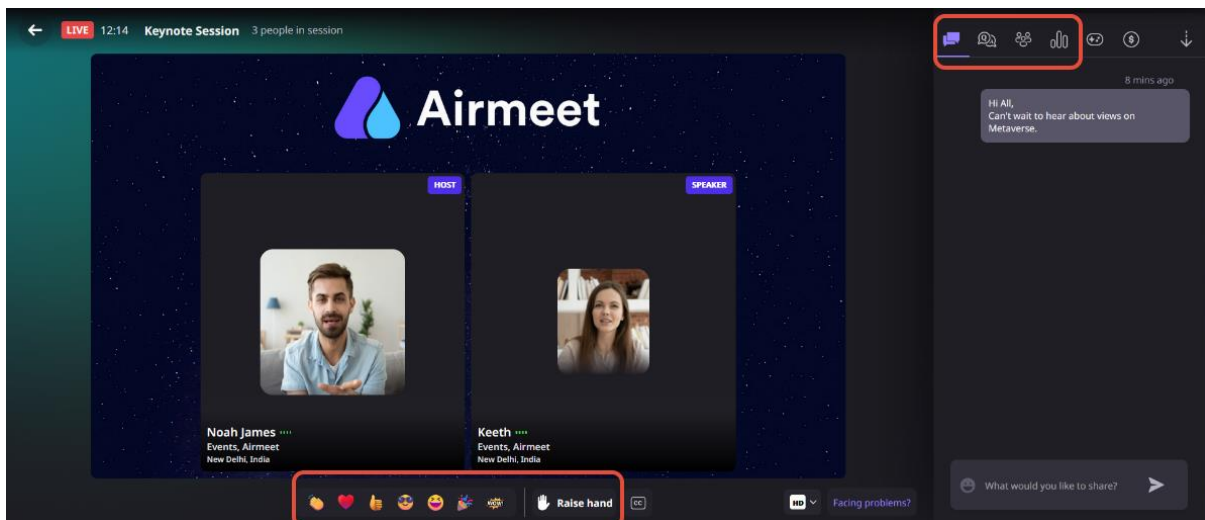
Sessions

- The sessions tab is where the sessions will take place and you can see the descriptions of these here. You can also bookmark the sessions you would like to attend and add them to your schedule.
- Click on 1st February or 2nd February to see what sessions are scheduled each day.



Interactions during the session

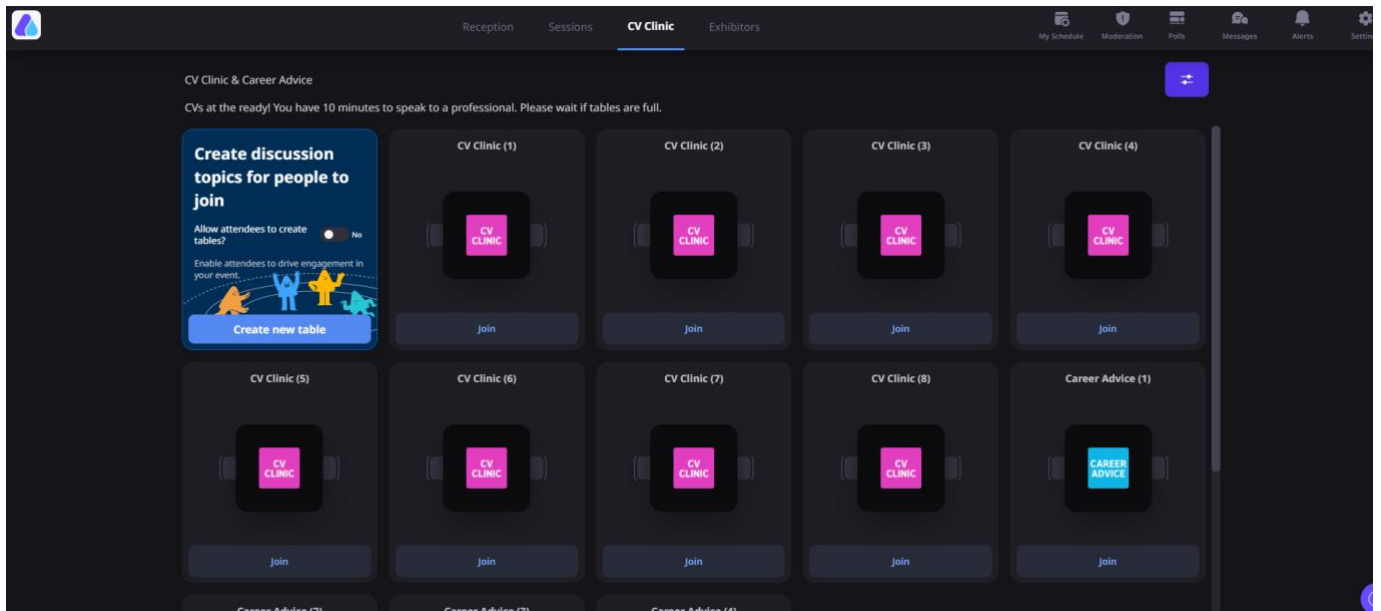
- You will be able to join the sessions 15 minutes before they start or bookmark them by clicking on the “Remind Me” option.
- A countdown of 10 seconds will be displayed before the session commences or if you’re on another part of the platform then a default notification will be sent out.
- Once the session begins, you can initiate the following actions while the session is on:
- Ask a question: You can use the Q&A section on the right hand side to ask questions. Please DO NOT USE the general chat for questions. You can also “upvote” a question already asked to help hosts pick up questions based on popularity.
- React with emojis: You can quickly react and offer motivation or applause to the speakers using emojis
- Chat: This can be public event chat or direct/private chat. All participants can view the general chat.
- Report a message: If you come across a message with objectionable content, you can report it to the host.
- Polls: Participate in "Polls" conducted by the host to share your views.



CV Clinic & Career Advice

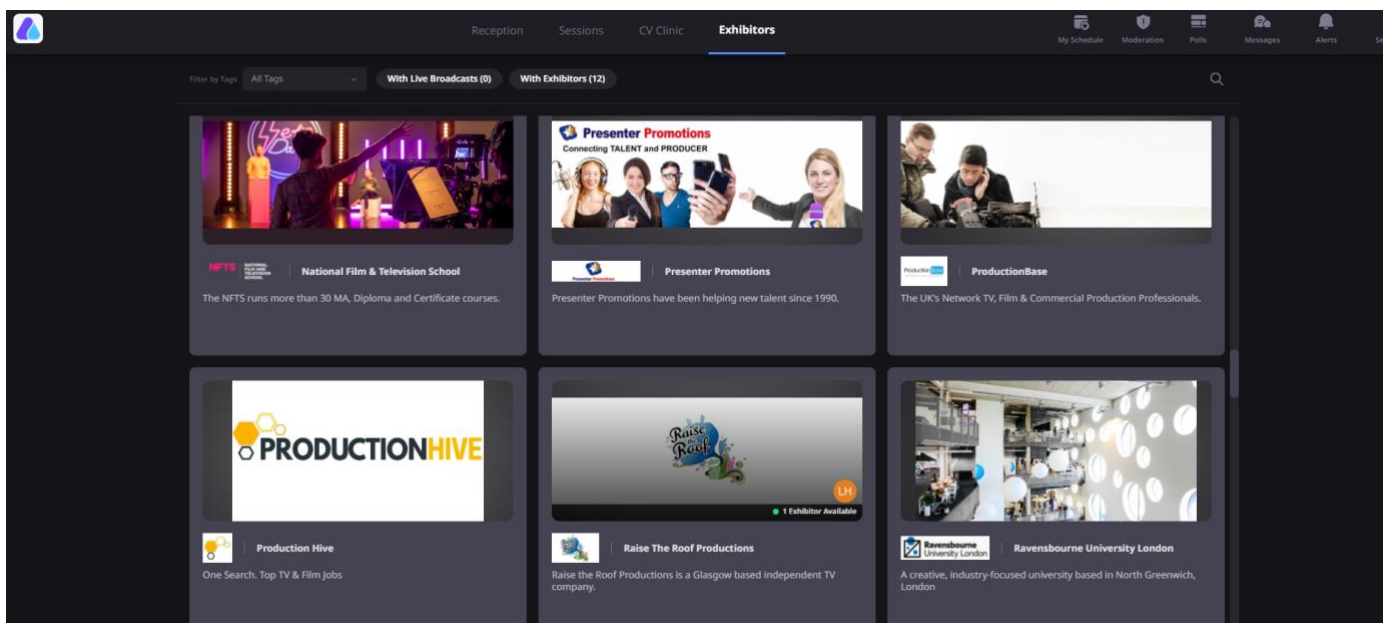
Within this area, there will be 8 tables dedicated to CV Clinic and 4 tables for general Career Advice. There will be an industry expert at each of these tables. The tables are labelled ‘CV Clinic’ or ‘Career Advice’. You will be able to spend a **maximum of 10 minutes** with an expert, they will provide helpful tips and advice on improving your CV or answer general career questions. Please make sure that you have CVs open on your computer in PDF or word format as you will be able to share your screen. If all tables are full do wait for a table to become available or come back later. The CV Clinic will run from 10am – 4pm on Tuesday and Wednesday. The Career Advice will run from **10am – 4pm** on Tuesday 1st and **10am – 3pm** on Wednesday 2nd. A full timetable of who will be available at the CV Clinic & Career Advice area can be found here: [CV Clinic & Career Advice timetable](#).

- Please do not join a table unless there is an industry expert at the table
- To join a table select the “Join” button below the table.
- If you want to leave the conversation, click the “Cross (X)” sign on the top right corner of the table
- Click on the display picture of the professional to view their profile
- You can interact with the professional seated at the table via video call or chat.
- Share your screen by clicking the “Screenshare” button in order for the expert to view your CV.



Exhibitors

- The Exhibitor tab is the exhibition area. You will be able to see a full list of the exhibitors in alphabetical order. You can enter a booth by just clicking on it.
- Inside the booth, you will see the exhibitor description, marketing collateral, social media plugins, videos and other resources.
- You will also be able to talk directly to the exhibitors via video or chat by joining one of the tables – this process is exactly the same as the CV Clinic & Career Advice area.
- You can also click on the “Register Interest” button to send your contact details to exhibitors.



Example of what the inside of a booth looks like:

Films Edit Booth Info My Schedule Moderation Polls Messages

Let's Connect!
I'm Interested

WISE OWL FILMS
WHEN NIRVANA CAME TO BRITAIN

Now AVAILABLE ON
BBC iPlayer

WISE OWL FILMS
Wise Owl Films is a factual TV Company based in Leeds.

Live Broadcast
No Live Broadcast

About Wise Owl Films
Wise Owl Films is a multi-award winning team of programme makers from across many different genres of factual television – from surprising, obs doc series about life in an ever-changing world to award-winning documentaries about our popular culture. and...
[Talk to us on tables](#)

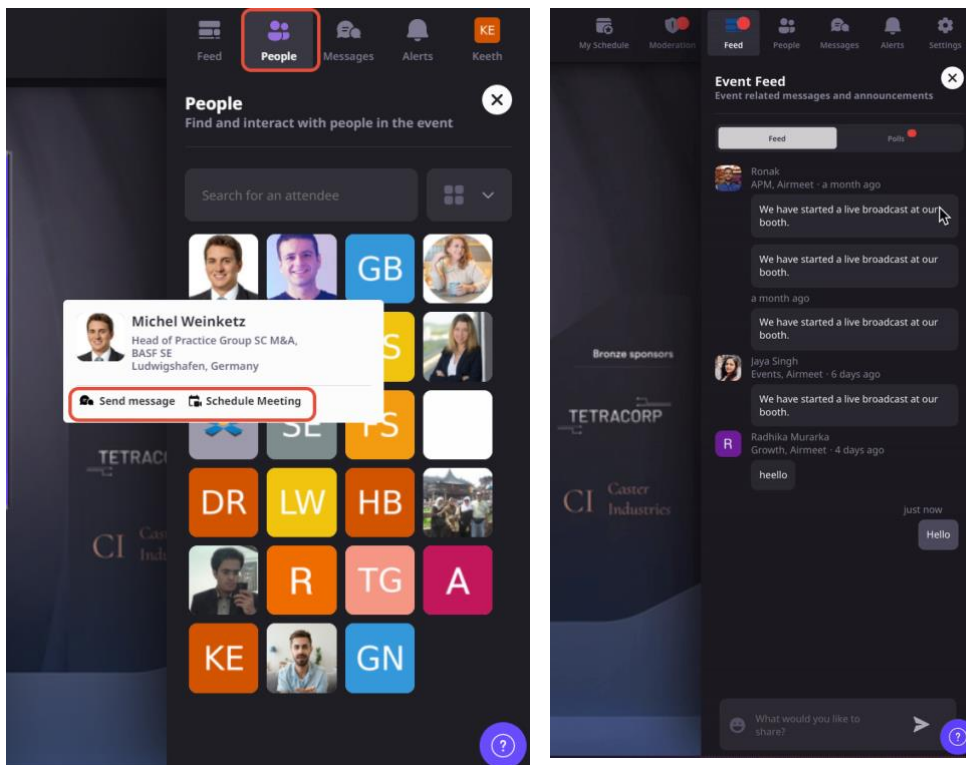
Chat with Us
Send a message or question

Join a table to connect with members of Wise Owl Films

- Speak to our Exec - Mark Robinson [Join](#)
- Speak to our PE - Kay Beaumont [Join](#)
- Speak to our SP - James Knight [Join](#)
- Speak to our Dev Exec - Lucy Smith [Join](#)
- Speak to our PM - Charlotte Topliss [Join](#)
- Table 6

Private chat

- Hover over their display image on the “People” section and click on the “Send Message” button and write a message. OR hover over a public message they have posted and click on the 3-dot button and “Direct message”.
- Any participant can choose to accept or decline the request for a private chat.



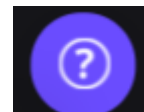
Tabs

Along the top right there are a few tabs to be aware of.

- **Feed** - Participate in Event level chat & Polls under this section and interact with other participants.
- **People** - The list of event participants is being shown **over** here. You can hover over their profile to view the attendee card, initiate a direct message **& and** also schedule a meeting with them **as well**. You can also Schedule Meetings with participants.
- **Messages** - All the direct messages are shown under this tab.
- **Alerts** – RTS will be sending out alerts during the event to notify participants about specific activities or inform them about an upcoming session or networking session. During the live sessions you won't see a pop-up, but a red dot would be visible.
- **Update Profile & Choose Language** - You can update your profile and edit your attendee card information.
- **Change Language** - You can choose multiple languages according to your preferences which will update the UI & buttons to the selected language.

Help & Technical Support

- Please join the Airmeet Support table in the CV Clinic & Career Advice area to talk to our Airmeet Support Manager, Chirag. He will be available from 10am - 3pm on 1st February and 11am - 4pm on 2nd February.
- Alternatively, click the “Help” icon on the bottom right takes you to the [24/7 Support Lounge](#) and they will assist you if you face any issues during the event.



Helpful Tips

- Use a laptop/desktop and Google Chrome to join.
- Close down any other programmes such as Zoom or Teams.
- Have a stable and good internet connection

- If you have difficulty seeing the speaker's feed, refresh the page/restart browser and ensure that you close any other video conferencing tool you may have used recently.
- If using any VPNs or anti-viruses, please turn them off for a smooth experience.