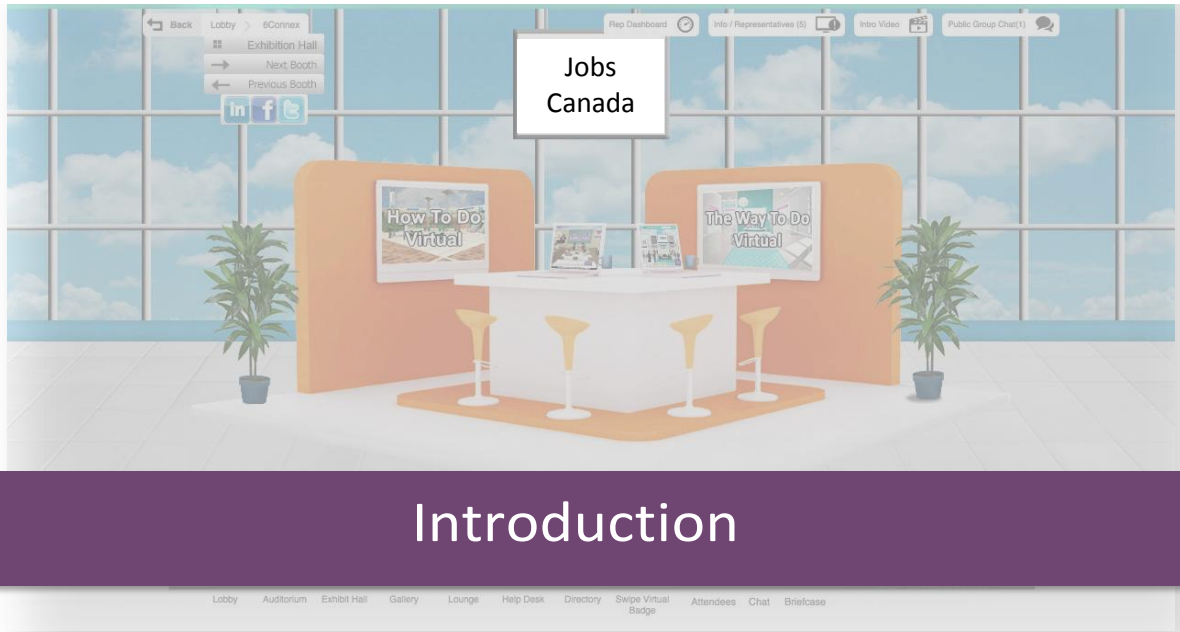
VIRTUAL JOB FAIR CANADA

BOOTH REPRESENTATIVE GUIDE



Introduction

We are pleased to have you as a Booth Representative for this exciting Virtual Event. This guide will give you important Booth feature descriptions, instructions and tips on how to best interact with your booth attendees.

There are three important features found within the Booth which you are assigned. This guide will take you through each one:

I. **Info / Representative Card**

II. **Public Group Chat**

III. **Rep Dashboard**

You can find buttons for each of these in the upper right corner of your booth.



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I. INFO/REPRESENTATIVE CARD



The **Info/Representative Card** gives attendees the ability to get information and reach out to the Booth Reps.

- Attendees can engage in a 1:1 private chat with a Booth Rep by clicking on a green chat bubble. If a Booth Rep leaves their assigned Booth to enter another location within the Virtual Environment, the chat bubble will remain green, and Booth attendees will still be able to send a chat message to that Booth Rep. If a Booth Rep logs out of the environment, the chat bubble will be grey, unavailable for chat.
- Attendees always have the ability to e-mail a Booth Rep at any time; they can also include an attachment to their e-mail.
- If a Booth Rep has allowed attendees to view their LinkedIn Profile (which is an option listed when editing one's registration info,) the LinkedIn Icon appears and clicks through to their LinkedIn page.

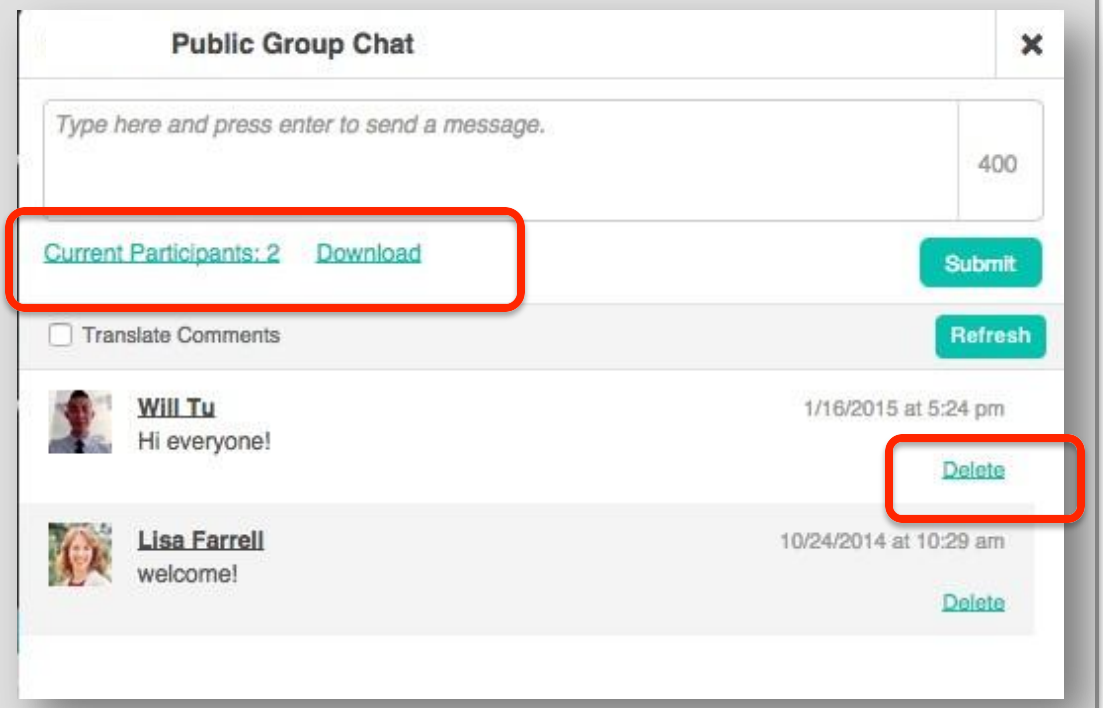


II. PUBLIC GROUP CHAT



The **Public Group Chat** window allows Booth Reps and attendees to engage in a group chat. Booth Reps and Attendees who join the Public Group Chat can also view the entire history of comments and Q&A within that Public Chat by scrolling through. Therefore, if you join a conversation that started without you, you can still see what you may have missed.

- The 'Current Participants' shows who is still in the chat window.
- As a Booth Rep, you have the ability to download the Public Chat log from your assigned Booth. (Attendees do not have this option.)
- A 'Delete' option appears next to all comments for Booth Reps, allowing you to delete any comment. (Attendees do not have this option.)

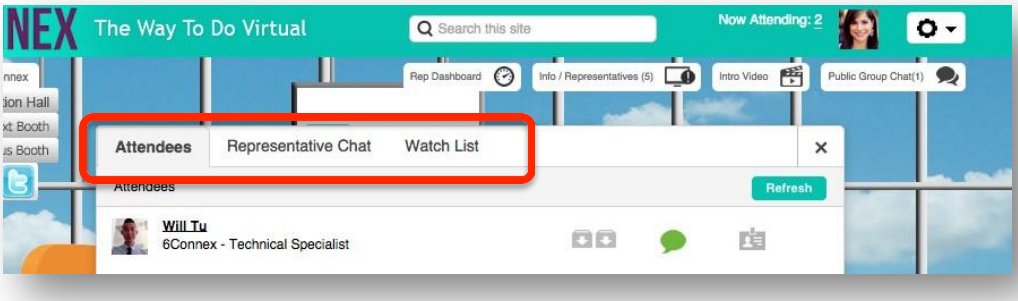


III. REP DASHBOARD

Rep Dashboard

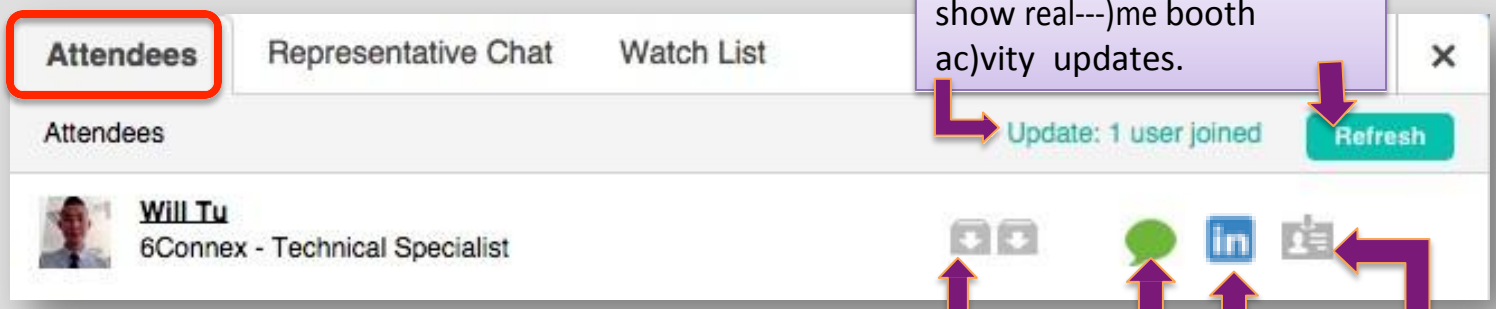
The Room Rep Dashboard consists of 3 tabs:

- **Attendees** – A list of all current attendees in a booth.
- **Representative Chat** - Booth representative group chat.
- **Watch List** - Specific attendees that are "favorited" by the booth reps.



ATTENDEES TAB

All attendees in the current booth will be displayed on the Attendees tab. The order of the attendees is based on how long they have been in the booth. New attendees joining the booth will be added to the bottom of the list.



The Refresh but–on will show real---)me booth ac)vity updates.

If an a-endee a-ached a file to their profile (such as a resume, bio, image, etc.,) you can simply click on these icons to view them.

Click on the green chat bubble to have a 1:1 chat with an a-endee.

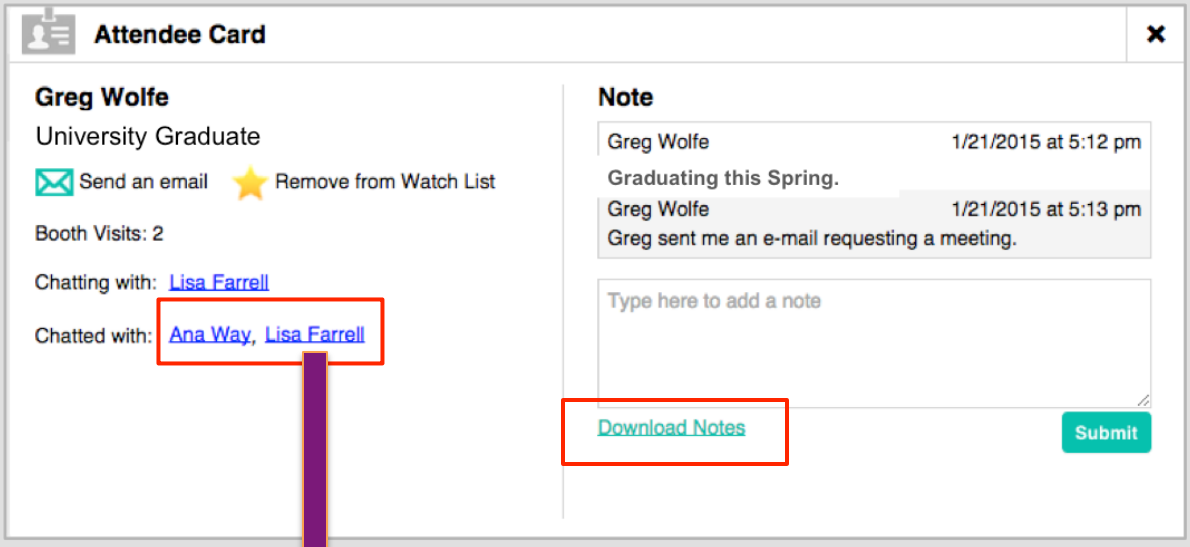
View the A-endee's LinkedIn page.

This icon will open the 'A-endee Card' which gives info and other interac)on capabili)es.

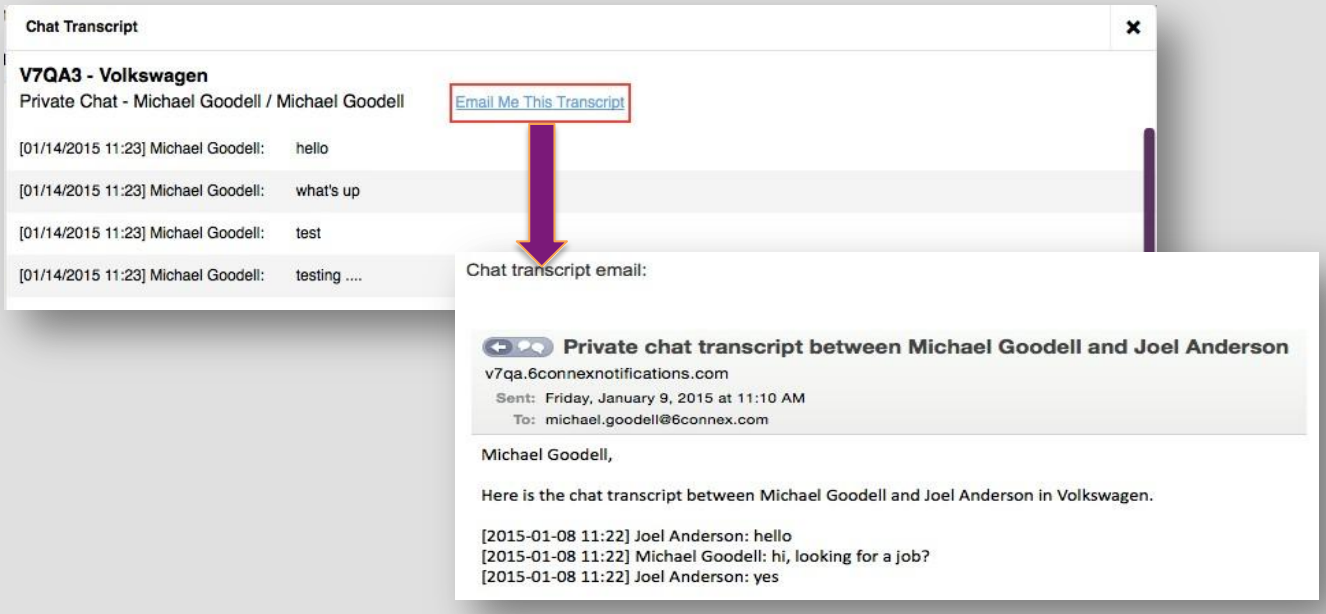
III. REP DASHBOARD

Within an **Attendee Card** a room representative can:

- Email the attendee
- Add the attendee to the 'Watch List' (See below)
- View the attendee's number of booth visits
- View the attendee's chat history - active and history
- Make notes that are viewable by all representatives
- Download notes (See below)



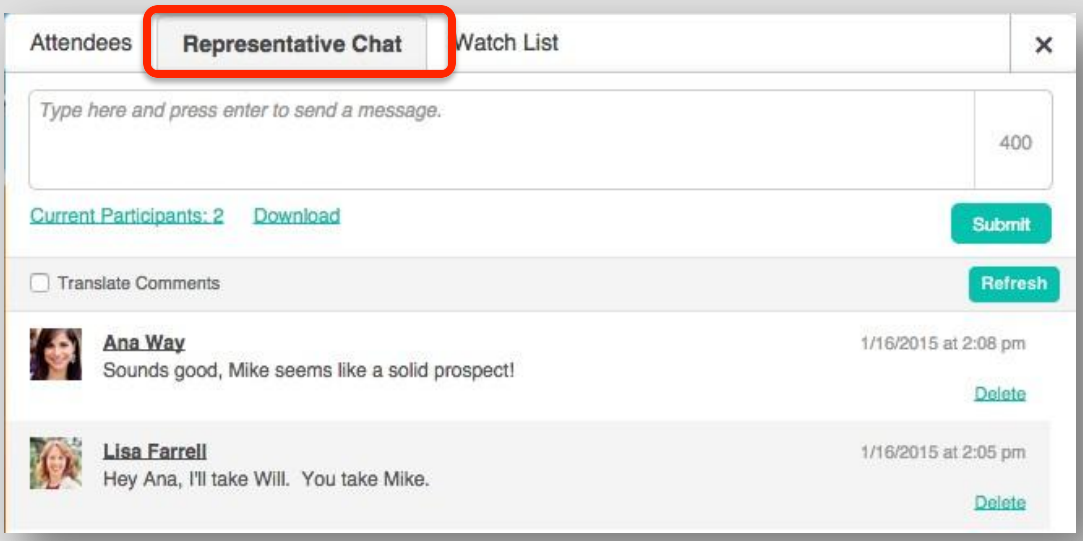
Clicking on Chatted with: <Name> hyperlink allows you to view the chat and email it to yourself.



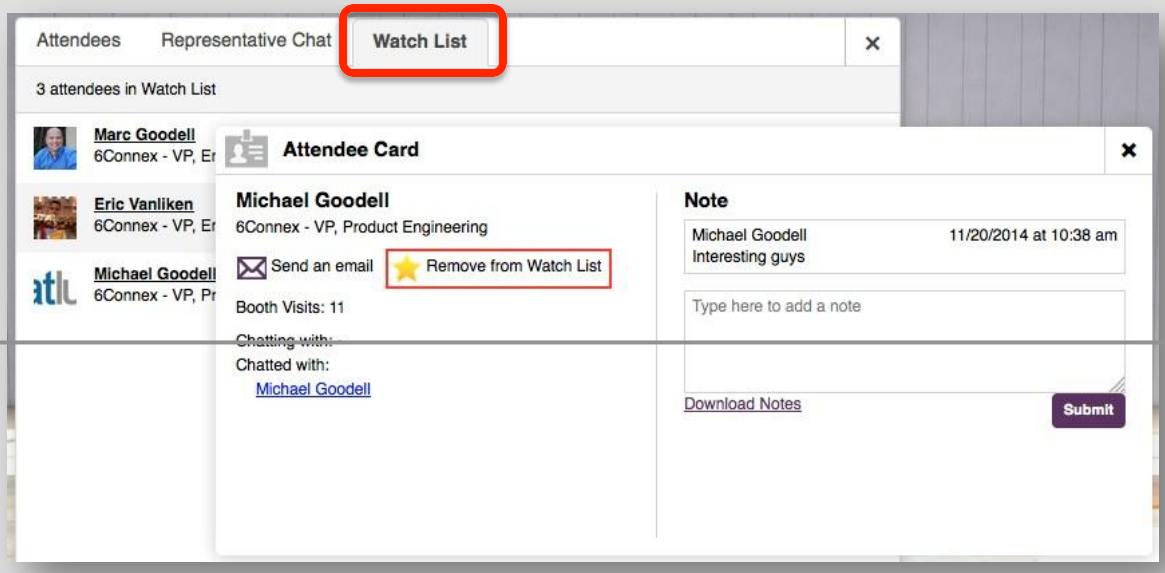
III. REP DASHBOARD

REPRESENTATIVE CHAT TAB

To coordinate activities within the booth, representatives assigned to the booth can chat with each other. There is also the ability to download the chat.



WATCH LIST TAB



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