



Your Next Step – Virtual Job Fair

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Exhibitor Packages

	Registered Charity*	Public & Private Sector			
		1-99 Worldwide Employees	100-499 Worldwide Employees	500+ Worldwide Employees	Presenting Sponsor
Regular	\$150	\$400	\$800	\$1,200	\$3,000

Prices are in CAD. GST will be added to this cost upon payment.

All packages include:

- Organization promoted on virtual fair on CareersOnline**
- Unlimited representatives
- Technical support during virtual fair

Presenting Sponsor Package includes:

- Organization listed at top of virtual fair exhibitor list on CareersOnline
- Organization logo featured on CareersOnline for 3 months
- Organization logo on all event marketing collateral
- Targeted communication to all job fair attendees post-event
- 2 Free Info Sessions held within 1 year of virtual event date

*Must provide a registered charity number, registered under the Societies Act, and be only recruiting volunteer roles

**CareersOnline sees 30,000 unique student/alumni logins and 1,100,000 total views per year

EVENT OVERVIEW

What is the event structure?

The virtual fair will be hosted on CareersOnline. Employer representatives can host one-on-one video chat sessions and or group video chat sessions. During the virtual fair, students/alumni will queue up with employers for one-on-one chat sessions or join group video chat sessions at the scheduled link and time(s).

How do organizations engage with students/alumni?

one-on-one video chat sessions: Students/alumni will join your organization's queue to speak with a representative. Representatives will then be able to select the first student/alumni in the queue to invite them for a one-on-one video chat.

group video chat sessions: Representatives connecting with students in the scheduled group video chat will provide instructions for students to meet them using their preferred video conferencing technology.

Is there a time limit for one-on-one and group video chats?

The registering contact will configure the organization's one-on-one and group video chat times upon registration. One-on-one video chat times must be set between **5-15 minutes**.

Group Chat sessions typically range from **30 minutes to 1 hour**. There is flexibility to determine the total length.

Do I have to host a group video chat session?

Although it is not mandatory to host a group video chat session, we highly encourage you to do so if your organization has capacity. Group video chat sessions are a great way to meet with a high volume of students/alumni at one time to provide a company overview or answer commonly asked questions.

Can I use my own videoconferencing tool?

Yes, organizations must include a link to their own videoconference platform choice in the registration form so that students know where to go when they are connecting with your representative

How many representatives can participate?

The number of representatives who can participate is unlimited. Representative information (name, email, title) must be added to your registration form in advance of the fair. During the virtual fair, representatives will be able to view which of their colleagues are conducting one-on-one video chats with which students/alumni in real time.



EVENT REGISTRATION

What does the registration process look like?

Organizations register and pay for the registration via CareersOnline. Your registration will only be confirmed once payment is received. Our team will connect with the registering contact to ensure all representative information is provided on your registration form in advance of the virtual fair. Representatives will be sent login information to access CareersOnline in advance of the virtual fair.

What representative information is required?

Representative information (of those conducting one-on-one video chat sessions) required include name, title, email, meeting instructions, and alternative instructions.

What are meeting instructions and alternative instructions?

Meeting instructions is the unique meeting link for each representative conducting one-on-one video chat sessions.

Alternative instructions may include an email or phone number of the representative, in case a student/alumni has trouble accessing your meeting instructions for one-on-one video chat sessions.

Do I need to provide representative info when I register for the virtual fair?

It is ideal if you do, but if this information is not provided upon registration, our team will contact you to collect this information.

When is the deadline for early bird pricing?

Please register by March 18, 2022 to receive early bird pricing.

What does Worldwide Employees refer to?

Worldwide employees refers to the total number of employees globally who are currently employed by your organization.

What is your cancellation policy?

Cancellations made between February 21, 2022 – April 30, 2022 will receive a 50% refund. Any cancellation made between May 1, 2022 – May 12, 2022 will be charged 100% of the registration cost.



EVENT PREPARATION

What do I need to do before the event?

1. Register and pay for the virtual fair on CareersOnline
2. Provide representative information (name, email, title) for those conducting one-on-one conversations on your registration form.*
3. Provide one-on-one video chat meeting instructions and alternative instructions for each representative on your registration form. *
4. If applicable, provide group video chat link and schedule on your registration form.*
5. Representatives conducting one-on-one video chats will receive an email with CareersOnline login instructions. Representatives should try logging into CareersOnline to view the virtual fair a few days before the event to ensure they have access.

Note: representatives only conducting group video chats do not need access to CareersOnline.

*If you do not have this information during registration, you can email the info to us at recruit.talent@ubc.ca and our team will update your registration form for you.

What student information can I see?

Representatives will be able to view the student/alumni name, program, graduation year, and resume (if applicable) of those who join your organization's one-on-one video chat queue.

Can I view the full list of students/alumni registered for the virtual fair?

Unfortunately, due to UBC Privacy Policy, you will not be able to view or contact the full list of students/alumni who have registered to the virtual fair.

What types of students will attend this virtual fair?

This fair will be open and marketed to all UBC-Vancouver and UBC-Okanagan students and alumni from all faculties and disciplines.

Contact us at yms.fair@ubc.ca if you have any further questions

