Employer Registration – OAC Food & Agriculture Job Fair 2020

Thank you for your interest in attending the virtual OAC Food & Agriculture Job Fair 2020 on Tuesday, October 6, 10:00 am – 3:00 pm. Please find below additional information to ensure you are able to register quickly and easily for this event.

Instructions:

1. Go to: https://elhub-guelph-csm.symplicity.com/events/OACJF2020
2. Internet Explorer is no longer supported. Please use another browser i.e. Chrome.
3. Click on: I want to attend As an Employer
4. Click on: Proceed to Registration under New Participants
5. Click on the applicable registration type under Fees
6. Click Next and proceed through the ‘Registering Contact Information & Organization Information’ sections of the form *an asterisk indicates a required field **Recommended minimum 2 representatives attend the event. One for 1:1 chats and another in the Group Chat.**

We have created a short video that provides a detailed process for registering, in addition to the information below.

Representatives section (1:1 Chats):

- Participants and their meeting links must be added prior to the day of the event. This meeting link must be created from your preferred video conferencing platform (e.g. Zoom, Microsoft Teams, etc.) for each person participating in 1:1 chats. Create the meeting link for duration of event, 10:00 am – 3:00 pm
- This link, and any necessary instructions to use the link (e.g. passwords) , must be copy and pasted in the Meeting Instructions section. You will use this link during the actual event to meet with students. There is no limit to the number of representatives that an employer can have, (the more reps, the less wait time for students)
• There is also a space for **Alternative Instructions**, which can be used for an email address or phone number for the students to contact in in case they are having any trouble with your meeting link on the day of the event. You can use our email if preferred: careerevents@uoguelph.ca

**Group Chat:**

• Create the meeting link for the duration of event 10:00 am – 3:00 pm
• There is no queue for students to join a Group Chat and therefore we encourage all employers to make use of this function
• The Host for the Group Chat does not need to register as a representative since they won’t be interacting with the 1:1 student queue. They will keep their video conference running and students will join throughout the event

Once approved, the registering contact will receive an email with their own login instructions to be able to modify or add representatives to the registration. After registration is complete and approved, all added representatives can then access the event by using their own email address as the username and generate their own password via [https://elhub-guelph-csm.symplicity.com/employers/](https://elhub-guelph-csm.symplicity.com/employers/)

We will be following up with more information on how to navigate the actual event platform closer to the event date. If you have questions in the meantime, please do not hesitate to reach out!