Registration Steps: Tech Showcase 2021

Thank you for your interest in attending the 10th Annual Tech Showcase on Thursday, January 14, 2021, 5:30 pm – 8:00 pm.

This document provides an overview of the Symplicity event platform and step-by-step instructions to walk you through the registration process.

Additionally, we have created a short video that provides a detailed process for completing your registration.

Symplicity is a virtual event platform we are using to host this event. This system allows for you to connect face-to-face with students through the videoconferencing system of your choice e.g. MS Teams, Zoom, Webex, etc.

All conversations between the representatives from your organization and the students who are attending the fair are done face-to-face through your videoconference link that you will provide on the registration form. There is no type chat functions in Symplicity.

There are two ways to have conversations with students during the fair:

1:1 Chats provide the opportunity for students and representatives to have a private video conversation.

- Students select which employers they want to have 1:1 Chats with by joining the employer’s queue
- A representative from your organization will select the first student in line from the queue and invite them to a 1:1 Chat
- The student will receive a notification request to meet 1:1 and accept the invitation
- The length of each chat is set in advance of the fair but can be cut shorter or continue longer during the Chat
- At the end of the Chat, the representative can save notes about the student which can be downloaded at the end of the event
- There is no limit on the number of representatives signed up to Chat 1:1 with students from your organization. The more representatives you have, the shorter the wait time for students to connect
A Chat Room provides an opportunity for representative(s) to connect with more than 1 student at the same time. This works well at busy fairs and can be a good option for answering frequently asked questions. In the Chat Room, students do not have to wait in a queue to speak with your representative(s). Your Chat Room can be staffed for the duration of the fair, or you can set a schedule when representative(s) will be available.

- You are not required to have a Chat Room. Some organizations only offer the 1:1 Chats during an event, and this also works very well!
- Your Chat Room needs to be staffed by a representative(s) who is not doing the 1:1 Chats

**Registration Instructions:**

Internet Explorer is not supported. Please use another browser e.g. Chrome

2. Click on: *I want to attend as an Employer*
3. Sign in to your account if you have registered for a past Career Fair on Symplicity or click on *Proceed to Registration* if you are new to the system
4. **Fees:**
   - Select your registration type >> Click *Next*
5. **Registering Contact Information:**
   - A Registering Contact is the person filling out the form. This person may or may not be attending the event. Complete the fields in this section >> Click *Next*
6. **Organization Information:**
   - Complete the fields in this section >> Click *Next*
7. **Representative Information:**
   - Each representative who will be hosting a 1:1 Chat will need to be added to this section
   - Under *Meeting Instructions*, create a meeting in your preferred video conferencing system e.g. MS Teams, WebEx, Zoom, and copy and paste the link into this box
   - Under *Alternative Instructions*, add information about how a student can reach the representative if they are having difficulties connecting. Examples are via an email address, text, phone, etc.
   - Click *Add New* to open a new form for the next representative
   - Click *Next* when you have added all of your representatives. You can modify your registration once it has been approved to add/edit representative information
   - **Important Note:** All representatives who are hosting a 1:1 Chat will need their own unique meeting link. If more than 1 representative is using the
same meeting link at the same time, they both will be connected to the same student. This is no longer a 1:1 meeting. It is now a 2:1 meeting.

8. **1:1 Chats:** Select the length of time for each Chat >> Click Next
   - When your registration is approved, the Registering Contact will receive an email with login instructions to be able to modify/edit/add representatives and information to the registration.

9. **Chat Room:**
   ***Leave this section blank if you are not hosting a Chat Room***
   a. Under **Instructions:** Create a meeting in your preferred video conferencing system e.g. MS Teams, WebEx, Zoom, and copy and paste the link into this box
   b. Under **Schedule,** let students know when your Chat Room will be available during the event
   c. Click Next when you have added your information
   d. **Important Note:** The Chat Room must have its own unique meeting link as well, which should be different from the representatives who are hosting a 1:1 Chat

10. **Payment Information:**
    a. Click on **Credit Card** and add your credit card information
    b. Click on **Submit Payment Information**
    c. Click on **Review and Confirm**

After registration is complete and approved, all representatives who are hosting a 1:1 Chat can access the event by using their own email address as their username and generate their own password via https://elhub-guelph-csm.symplicity.com/employers/

Note: Representative(s) hosting the Chat Room do not need to login to the Symplicity system on the day of the event. They only need to start their meeting and staff the Chat Room accordingly. As such, Chat Room representatives do not require a Symplicity login.

If you have questions, please email Sarah Goody: sgoody@uoguelph.ca