Virtual Job Fairs with the EL Hub: Registration & Participation

This document provides an overview of the Symplicity event platform, definitions of key terms, ideas, tips, and step-by-step instructions to walk you through the registration process and the event day.

We recommend that you read through this document before starting your registration. We have added hyperlinked titles below so you can easily find the information you are looking for (and avoid reading through the entire document; just read what you need).

Additionally, we have created a short video (approximately 7-minutes in length) that provides a detailed process for completing your registration.

Please note: If you have previously registered through the Symplicity platform, you can sign into your existing account. If you have not used the Symplicity platform before, then sign into the Symplicity Employer Portal and follow the Event Registration Instructions.

PRIOR TO THE EVENT

Introduction to Symplicity

Making the Most out of Your Participation: Private Chat vs. Chat Room

Staffing the Event

Start with the Event Registration Instructions before setting up your Private Chat or Chat Room

- To host a Private Chat with 1 Student and 1 Representative ONLY during the event
- To host a Private Chat with 1 Student and 2 or more Representatives ONLY during the event.
- To host a public Chat Room ONLY during the event
- To host both a Private Chat(s) with 1 or more Representative(s) and a Chat Room during the event

Prepare for the Fair

DAY OF THE EVENT

Next Steps

Day of the Fair

- Private Chat Event Day Steps and Recommendations
- Chat Room Event Day Steps and Recommendations
**Frequently Asked Questions**

- **Why do I need to use my own videoconferencing/meeting system?**
- **Who needs to have a Symplicity account?**
- **How do I create a Symplicity account?**
- **What is my login and password for my Symplicity account?**
- **How do I access Symplicity?**
- **We would like to have more than one representative in a Private Chat at the same time. How do we do this?**
- **Why do all our representatives need their own unique meeting link? Can't I use the same link for everyone?**
- **Why can’t I access student profiles if I’m hosting a Chat Room not a Private Chat?**
- **How do the students get my meeting link to join my Private Chat?**
- **How much time should I block off to prepare for the fair?**
- **Why is the deadline to modify/edit/add information to my registration form a week before the event?**
- **When and how do I create my virtual booth?**
- **If I need help completing the registration, who can I contact?**

**Introduction to Symplicity**

*Symplicity* is a virtual event platform and is being used to host this event. In conjunction with your videoconferencing/meeting software e.g., MS Teams, Zoom (paid version), WebEx, etc., Symplicity allows you to connect in real-time with talented students and alumni.

Through Symplicity, you will be able to:

- View student resumes, profiles, contact information, academic program, degree level, etc.
- Host a **Chat Room** and/or connect **Privately** with interested students via your preferred videoconferencing system.
- Through an easy-to-use interface, students can learn about your organization, job opportunities, culture, environment, etc.

The contact information you provide (through the registration process) for each representative from your organization who will be participating in the event, will generate their Symplicity account. Your representatives will be able to access the event and student profiles by using their email address as their username and generate their password via the Symplicity employer portal.
Making the Most Out of Your Participation

There are many ways in which you can engage with future employees on the Symplicity platform; how you want to make the most out of your experience on the day of the fair is entirely up to you!

**Host a Private Chat with 1 Student and 1 Representative:** In this scenario, one student will chat with one representative from your organization in a private meeting.

**Host a Private Chat with 1 Student and 2 or more Representatives:** In this scenario, one student will chat with multiple representatives from your organization at the same time.

**NB:** In both scenarios above, students will join a virtual line up (queue) at the start of the event to have a Private Chat with your representative(s).

**Host a Chat Room:** In this scenario, students can join a public Chat Room without joining a queue to speak with representatives from your organization. The Chat Room can also be used to answer frequently asked questions, broadcast a looped presentation, showcase high level information about the organization etc.

**Host both a Private Chat and Chat Room:** In this scenario, students can either join a queue to wait for a Private Chat and/or enter the public Chat Room to speak with representatives from your organization.

Staffing the Event

Spending time now to plan your presence at the fair and gathering the information you will need to complete the registration is highly recommended and will benefit you greatly (and save you time!). **Some common questions to consider when staffing your virtual booth include:**

- How do you want to showcase your organization on the day of the fair?
- How many staff members will be participating in the fair?
- How do you want to connect with students e.g., host Private Chats, Chat Room, or both?
- Do your staff know how to access and use your videoconferencing platform (MS Teams/Zoom etc.)?
**Event Registration Instructions**

**Deadline for all modifications/additions/edits:** **Wednesday, September 29, 4:00 pm.** Our events team will review all registrations and touch base with you to confirm or clarify any information.

Please note that you can modify/add/edit your registration once it has been approved by our event team, but it’s best to have as much of the information prepared before you start the registration.

Ready to register? Go to the **Symplicity Employer Portal**  
! Internet Explorer/Edge is not supported. Use another browser e.g., Chrome or Safari

1. **Click >> I want to attend as an Employer.**
   
   If you have registered for a past fair on Symplicity – sign into your existing account.  
   If you are new to the Symplicity platform then click >> **Proceed to Registration**

2. **Fees:** Select your registration type.  
   
   Click >> **Next.**

3. **Registering Contact Information:**  
   A ‘Registering Contact’ is the person filling out the form (this is you!). You may or may not be attending the event – that’s ok, those hosting a Private Chat will be captured in the ‘Representative Information’ section.

   a. **Add the following details:**
      i. Your First and Last Name  
      ii. Your Title  
      iii. Your Email  
      iv. Your Phone Number  
      v. Organization Name  
      vi. Division of the Organization (if applicable)  
      vii. Address of the Organization

   Click >> **Next.**

4. **Organization Information:**  
   This section is used to add information about your organization and is used to provide information to students in your virtual booth.
a. Add the following details:
   i. Logo
   ii. Website Link
   iii. Overview
   iv. Majors Recruiting
   v. Degree Level Recruiting
   vi. Position Types Recruiting
   vii. Link to Job Postings

Click >> Next.

Click on the links below to access instructions on how to:

Host a Private Chat with 1 Student and 1 Representative ONLY during the Event
Host a Private Chat with 1 Student and 2 or more Representatives ONLY during the Event
Host a public Chat Room ONLY during the event
Host both a Private Chat and Chat Room during the event

To Host a Private Chat with 1 Student and 1 Representative ONLY during the Event

After completing the fees, registering contact and organization information sections, the following are instructions specific to hosting a Private Chat(s):

5. Private Chat:

   Chat Time per Student: This is a required field.
   a. Add the length of time for each Chat. Representatives can add more time during the Chat and can also end earlier if they would like to.

   Tip: 7-minutes for each chat has proven to be a suitable amount of time

Click >> Next.

6. Representative Information:

   Number of Representatives Attending: This is a required field.
   a. Add the number of representatives hosting a Private Chat from your organization that will be participating on the day of the event. (NB: This field can be modified to
increase or decrease the number of representatives after you have completed your registration.)

**Contact Information:** This is a required field.

b. Each representative who will be hosting a Private Chat will need to be added to this section individually.

c. This field will populate by default to the Registering Contact’s information. If this person is not hosting a Private Chat, click >> **Remove** then **Add New** to add your first representative to the form.

d. The contact information that you provide for each representative will be used by the system to create their Symplicity account. Add the following details:
   i. Representative Full Name (First and Last Name)
   ii. Representative Email Address
   iii. Representative Title
   iv. Division in which Representative Works
   v. Meeting Instructions *See below for more information
   vi. Alternative Instructions *See below for more information

**Meeting Instructions:** This is a required field.

e. Create a meeting in your preferred videoconferencing system e.g., MS Teams, WebEx, Zoom, and copy/paste the link into the box. It is important that you copy the entire link, otherwise it won’t work on the day of the event.

f. Important Note: All representatives who are hosting a Private Chat will need their own unique meeting link. **Tip:** Ask each representative to create their own meeting link and forward it to you to add to the registration form. This will be cleaner on your calendar and will engage your representatives in the process!

   **Tip:** Test the link in advance of the event to ensure it does work and to make edits if necessary.

**Alternative Instructions:** This is a required field.

g. Add information about how a student can reach the representative if they are having difficulties connecting e.g., via an email address, text, phone, etc.

   **Tip:** Text and phone # are the most common practices.

Click >> **Open New Representative Form** to add the next representative. There is no limit to the number of representatives from your organization that can participate in the fair!

Click >> **Next** when you have added all your representatives. Remember, you can modify your registration once it has been approved by our event registration team.
7. Chat Room:
   a. **Instructions:** Leave this section blank.
   b. **Schedule:** Leave this section blank.

Click >> **Next**.

8. Payment Information: This is a required field.
   a. Click >> **Credit Card and add your credit card information.**
   b. Click >> **Submit Payment Information.**
   c. Click >> **Review and Confirm.**

**Congratulations!** You have completed the registration form! Our events team will review and approve your registration. If necessary, we will be in touch with any questions.

**To Host a Private Chat with 1 Student and 2 or More Representatives ONLY during the Event**

After completing the fees, registering contact and organization information sections, the following are instructions specific to hosting a Private Chat(s) with 1 student and 2 or more representatives:

5. Private Chat:

   **Chat Time per Student:** This is a required field.
   a. Add the length of time for each Chat. Representatives can add more time during the Chat and can also end earlier if they would like to.

   **Tip:** 7-minutes for each chat has proven to be a suitable amount of time

Click >> **Next**.

6. Representative Information:

   **Number of Representatives Attending:** This is a required field.
   a. Add the number of ‘Primary Representatives’ (see explanation below) hosting a Private Chat from your organization that will be participating on the day of the event. (*NB: This field can be modified to increase or decrease the number of representatives after you have completed your registration.*)
Contact Information: This is a required field.

Each Private Chat needs to have a Primary Representative assigned. For example, if your organization would like to have 3 Private Chats running at the same time and you want 2 representatives in each Private Chat, then assign one of the individuals as the ‘Primary Representative’ in each Private Chat and continue with the following instructions:

b. Each Primary Representative (not all representatives) will need to be added to this section individually.

c. This field will populate by default to the Registering Contact’s information. If this person is not hosting a Private Chat, click >> Remove then Add New to add your first Primary Representative to the form.

d. The contact information that you provide for the Primary Representative will be used by the system to create their Symplicity account. Add the following details:
   vii. Primary Representative Full Name (First and Last Name)
   viii. Primary Representative Email Address
   ix. Primary Representative Title
   x. Division in which Primary Representative Works
   xi. Meeting Instructions *See below for more information
   xii. Alternative Instructions *See below for more information

Meeting Instructions: This is a required field.

e. Create a meeting in your preferred videoconferencing system e.g., MS Teams, WebEx, Zoom, and copy/paste the link into the box. It is important that you copy the entire link, otherwise it won’t work on the day of the event.

f. Important Note: All Primary Representatives who are hosting a Private Chat will need their own unique meeting link. Tip: Ask each Primary Representative to create their own meeting link and forward it to you to add to the registration form. This will be cleaner on your calendar and will engage your representatives in the process!

! It is imperative that the Primary Representative share the meeting link with any other representative who will be joining their Private Chat room, or the other members will not be able to join the Private Chat.

Tip: Test the link in advance of the event to ensure it does work and to make edits if necessary.

Alternative Instructions: This is a required field.

g. Add information about how a student can reach the representative if they are having difficulties connecting e.g., via an email address, text, phone, etc.

Tip: Text and phone # are the most common practices.
Click >> **Open New Representative Form** to add the next Primary Representative. There is no limit to the number of representatives from your organization that can participate in the fair!

Click >> **Next** when you have added all your Primary Representatives. Remember, you can modify your registration once it has been approved by our event registration team.

7. **Chat Room:**
   a. **Instructions:** Leave this section blank.
   b. **Schedule:** Leave this section blank.

Click >> **Next**.

8. **Payment Information:** This is a required field.
   a. Click >> **Credit Card and add your credit card information.**
   b. Click >> **Submit Payment Information.**
   c. Click >> **Review and Confirm.**

Congratulations! You have completed the registration form! Our events team will review and approve your registration. If necessary, we will be in touch with any questions.

**To Host a Chat Room ONLY during the Event**

If you are hosting a Chat Room ONLY during the event, a Symplicity account **WILL NOT** be generated for you because you won’t be adding contact information for the representatives attending the fair. This means that you won’t be able to login to the event to access student profiles.

❗ If you would like to host a Chat Room only during the event but would also like to have access to the student profiles, please contact Sarah Goody (sgoody@uoguelph.ca) to create an account for you.

After completing the fees, registering contact and organization information sections, the following are instructions specific to hosting a Chat Room ONLY:

5. **Private Chat**
   
   **Chat Time per Student:** Leave this section blank.

Click >> **Next**
6. Representative Information:

**Number of Representatives Attending:** Leave this section blank.

**Contact Information:** This field will populate by default to the Registering Contact’s information. Click >> **Remove** to clear and leave this section blank.

**Meeting Instructions:** Leave this section blank.

**Alternative Instructions:** Leave this section blank.

Click >> **Next**

7. Chat Room:

**Instructions:** This is a required field. Create a meeting in your preferred videoconferencing system e.g., MS Teams, WebEx, Zoom, and copy/paste the link into the box. It is important that you copy the entire link, otherwise it won’t work on the day of the event.

**Tip:** Test the link in advance of the event to ensure it does work and to make edits if necessary.

**Schedule:** This is a required field.
Let students know when your Chat Room will be available during the event e.g. “The Chat Room will be available for the duration of the Fair”

**Tip:** You can use this section to share information with the students about what to expect in the Chat Room e.g.:
- Representatives’ names/titles
- Will there be a presentation or simply an open room for Q&A?
- If there will be a presentation(s), what time? How long?

Click >> **Next**.

8. Payment Information: This is a required field.

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

**Congratulations!** You have completed the registration form! Our events team will review and approve your registration. We will be in touch with any questions if necessary.
To Host Both a **Private Chat(s) with 1 or more Representative(s) and a Chat Room** during the Event

After completing the fees, registering contact and organization information sections, the following are instructions specific to hosting a Private Chat(s) and a Chat Room:

5. **Private Chat:**

   **Chat Time per Student:** This is a required field.

   a. Add the length of time for each Chat. Representatives can add more time during the Chat and can also end earlier if they would like to.

   **Tip:** 7-minutes for each chat has proven to be a suitable amount of time.

   Click >> **Next**.

6. **Representative Information:**

   **Number of Representatives Attending:** This is a required field.

   a. Add the number of representatives (see explanation below for ‘Primary Representatives’) hosting a Private Chat from your organization that will be participating on the day of the event. (*NB: This field can be modified to increase or decrease the number of representatives after you have completed your registration.*)

   **Contact Information:** This is a required field

   **Each Private Chat needs to have a Primary Representative assigned.** For example, if your organization would like to have 3 Private Chats running at the same time and you want 2 representatives in each Private Chat, then assign one of the individuals as the ‘Primary Representative’ in each Private Chat and continue with the following instructions. If it’s just one representative hosting the Private Chat, they are the ‘Primary Representative’:

   b. Each Primary Representative (not all representatives) will need to be added to this section individually.

   c. This field will populate by default to the Registering Contact’s information. If this person is not hosting a Private Chat, click >> **Remove** then **Add New** to add your first representative to the form.

   d. The contact information that you provide for the Primary Representative will be used by the system to create their Symplicity account. Add the following details:

      i. Primary Representative Full Name (First and Last Name)
      ii. Primary Representative Email Address
      iii. Primary Representative Title
iv. Division in which Primary Representative Works
v. Meeting Instructions *See below for more information
vi. Alternative Instructions *See below for more information

Meeting Instructions: This is a required field.
e. Create a meeting in your preferred videoconferencing system e.g., MS Teams, WebEx, Zoom, and copy/paste the link into the box. It is important that you copy the entire link, otherwise it won’t work on the day of the event.
f. Important Note: All Primary Representatives who are hosting a Private Chat will need their own unique meeting link. Tip: Ask each Primary Representative to create their own meeting link and forward it to you to add to the registration form. This will be cleaner on your calendar and will engage your representatives in the process!

! It is imperative that the Primary Representative share the meeting link with any other representative who will be joining their Private Chat room, or the other members will not be able to join the Private Chat.

Tip: Test the link in advance of the event to ensure it does work and to make edits if necessary.

Alternative Instructions: This is a required field.
g. Add information about how a student can reach the representative if they are having difficulties connecting e.g., via an email address, text, phone, etc.

Tip: Text and phone # are the most common practices.

Click >> Open New Representative Form to add the next Primary Representative. There is no limit to the number of representatives from your organization that can participate in the fair!

Click >> Next when you have added all your Primary Representatives. Remember, you can modify your registration once it has been approved by our event registration team.

7. Chat Room:

Instructions: This is a required field.
Create a meeting in your preferred videoconferencing system e.g., MS Teams, WebEx, Zoom, and copy/paste the link into the box. It is important that you copy the entire link, otherwise it won’t work on the day of the event.

Tip: Test the link in advance of the event to ensure it does work and to make edits if necessary.

Schedule: This is a required field.
Let students know when your Chat Room will be available during the event e.g. “The Chat Room will be available for the duration of the Fair”

**Tip:** You can use this section to share information with the students about what to expect in the Chat Room e.g.:
- Representatives’ names/titles
- Will there be a presentation or simply an open room for Q&A?
- If there will be a presentation(s), what time? How long?

Click >> **Next**.

8. **Payment Information:** This is a required field.

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

**Congratulations**! You have completed the registration form! Our events team will review and approve your registration. We will be in touch with any questions if necessary.

**Prepare for the Fair**

We highly recommend that all representatives that have a Symplicity account spend some time on the platform **in advance** of the fair to ensure that they can navigate it on the day of the event. Login, review the features, start viewing student profiles and more! **Follow these Steps:**

1. Go to the [Symplicity Employer Portal](#) to log in and click >> **generate or re-sent password** if you are new to the system.

2. Once you have logged in, click through the tabs on the left-hand side:
   a. **Employer Profile** includes information about your organization.
   b. **Events** includes a list of the Career Fairs that are active on Symplicity.
   c. **My Account** is your personal profile. You can update your name, title, etc. add a profile picture and so on. You can also access the [Resource Library](#) in your account. This includes helpful FAQ’s, videos, etc. that will help you prepare for the day of the event.

3. Review the Day of the Fair steps that are listed in the section below.
**Next Steps**

We know that it can take a lot of work and preparation to learn all the different event platforms and technology to be successful in your virtual booth on the day of the event. The next sections provide information to help you both prepare before the fair, and steps and information for the day of the event.

**Day of the Fair**

On the day of the event, the fair will be live to employers for 1-hour before students can join. This allows you time to login, re-familiarize yourself with the system, download resumes, test your meeting link, and so on.

**Private Chat Event Day Steps and Recommendations**

If you are hosting a Private Chat, log into your Symplicity account to access the student queue and the student profiles.

If you are the ‘Primary Representative’ in a multi-person Private Chat, make sure you have shared the meeting link (MS Teams, Zoom etc.) with the additional representatives. They do not need to be signed into Symplicity, but only the Primary Representative signed in will have access to the student queue and profiles.

1. Go to the [Symplicity Employer Portal](#) to log in or Click >> *generate or re-set password* if you are new to the system.

2. Once you have logged in, go to the Events tab (on the left-hand side):
   
   Click >> *Career Fairs* >> then the *name of the event*.

   Click >> *View Chats*.

   Click >> *Chat Profile* to see Chat Instructions and to confirm and test that your *meeting information* is correct and working properly.

3. Set your Status to *Online*.

4. Start your video meeting (e.g., Zoom, MS Teams, WebEx, etc.) and keep your video meeting running for the entire length of the fair.

   **Tip:** If you have two browser windows open, you can use one for the video meeting and the other to operate Symplicity. **NB: you cannot have two video windows open.**
5. If your Alternative Chat Instructions include a phone number, make sure to have your phone handy if students experience technical difficulties and need to phone or text you.

6. When the event starts, you will see students lining up in your queue. Select the student at the top of the list. It will take a couple of seconds for a student to join your video chat.

7. Once your Chat has started, watch the timer, which will count down. When time is up, you will see an alert and hear a “ping” sound. At your discretion, you can end your chat early, on time, or extend the time if you’d like.

8. When you are done, click End Chat in Symplicity, and dismiss the attendee in your video meeting. This enables you to keep your video meeting running, ensuring no overlap between students.

9. You can make notes about the student in Symplicity; mark the student as a candidate you are interested in, add follow-up items, etc. This information is not shared with the student.

10. After entering notes for a student, revisit View Chats to move to the next student in line in the queue.

11. If you need to step away for a short break, set your status to Busy. Students can continue to join your queue.

12. If you need to take a longer break and no other representative from your organization are online, set your status to Offline. Students will be notified that you are no longer online and will likely leave your queue.

13. You will not be able to select students who are busy chatting with representatives from another organization, but they will stay in your queue for later conversations when they are available.

14. When the event is over, you can filter students by Overall Feedback and download resumes.

Chat Room Event Day Steps and Recommendations

Representatives hosting a Chat Room, do not need to login to the Symplicity platform on the day of the event. They simply open their meeting link (e.g., MS Teams, Zoom, WebEX, etc.) and be available and online for the duration of the event, as per the schedule outlined on the registration form.

Students can join your Chat Room throughout the event without lining up.

A member of our event team will test your meeting link on the day of the event to ensure everything is working properly.
As a reminder, without a Symplicity account, representatives are not able to view student profiles.

**Frequently Asked Questions**

**Why do I need to use my own videoconferencing/meeting system?**
- Symplicity does not use an embedded video system, which means that you will need to use your own meeting system e.g. MS Teams, Zoom, WebEx, etc. to connect with students.

**Who needs to have a Symplicity account?**
- All representatives (Primary Representatives) who are hosting a Private Chat need to have a Symplicity account.
- On the day of the event, they will need to login to their Symplicity account to access the student queue and student profiles.

**How do I create a Symplicity account?**
- The system creates an account for all representatives listed on the registration form using the contact information provided e.g., name, title, email address, etc.
- Representatives will receive an automated email from Symplicity with login and password information.

**What is my login and password for my Symplicity account?**
- Your login is your email address.
- The first time you login to Symplicity, click >> generate or re-set password to create a password.

**How do I access Symplicity?**
- Through the Symplicity Employer Portal

**We would like to have more than one representative in a Private Chat at the same time. How do we do this?**
- Assign one of your representatives to be the ‘Primary Representative’ for the Chat.
- List the Primary Representative on the registration form with their contact details and meeting link.
- The Primary Representative will need to share the meeting link with all other representatives who will be part of the Chat.
- On the day of the event, the Primary Representative will login to their Symplicity account, start their meeting on MS Teams, Zoom, WebEx, etc. and manage the student queue.
- All other representatives will simply join the meeting.
Why do all our representatives need their own unique meeting link? Can’t I use the same link for everyone?

- Each representative needs to have their own unique link, otherwise multiple students and representatives will be in the same meeting at the same time. This would be a Chat Room rather than a Private Chat.

Why can’t I access student profiles if I’m hosting a Chat Room not a Private Chat?

- Representative(s) hosting a Chat Room do not need a Symplicity account to connect with students. They only need to start their meeting on MS Teams, Zoom, WebEx etc. and staff the Chat Room accordingly.
- If you like the concept of hosting a Chat Room, and not Private Chats, but would like to have access to the student profiles as well, please contact Sarah Goody (sgoody@uoguelph.ca) to create an account for you.

How do the students get my meeting link to join my Private Chat?

- On the day of the event, students will select which employers they would like to connect with privately by joining their virtual queue. When the representative selects a student from the queue, the student gains access to the meeting link by accepting the invitation to join the Chat.

How much time should I block off to prepare for the fair?

- This depends on your experience and comfort using virtual event platforms and videoconferencing technology e.g., MS Teams, Zoom, WebEx, etc.
- We used Symplicity for our 2020/2021 virtual events. If you participated in one of our events last year, this process will feel very similar.
- Think about the amount of time you would typically spend preparing for an in-person fair e.g., understanding the audience, packing/shipping your materials, planning your directions to get to the fair, parking, setting up and tearing down. These steps take time, and while the steps are different for a virtual fair, they also take time to ensure that you are prepared.

Why is the deadline to modify/edit/add information to my registration form a week before the event?

- Our event team will carefully review all registrations to ensure that the fields are completed properly. We look for complete meeting links, representative information, organization information, etc. and we contact employers if there are any concerns or missing information. This is a time-consuming process, and we need time on our end to make sure everything will work on the day of the event!
- We know that students typically start logging into their Symplicity accounts about a week before the event to start researching employers, and we want to make sure your virtual booth looks great.
When and how do I create my virtual booth?

- Much of the information that you add to the registration form under the Organization section is used to create the skeleton of your virtual booth e.g., logo, overview, website, etc.
- By logging into your Symplicity account before the day of the event, you can add more content to share with students about your organization.

If I need help completing the registration, who can I contact?

- Sarah Goody: sgoody@uoguelph.ca