

*Depending on your student populations' email reading habits you can lean or elaborate this. Utilize the Handshake "Targeted Emails" and add the event at the end of the message so students can check their schedule and register for additional sessions easily.*

Hi [Student Name],

Thank you for registering for the [Career Fair Name] Virtual Career Fair. It is important that you attend your sessions. To check your schedule, click the link below and your schedule will be on the right-hand side of your screen. (There are still available employer sessions you can register, try to utilize this opportunity to meet with as many companies as possible.) *[– depending on the session availability]*

You are able to sign up for **multiple 1:1 sessions with the same employer for their different functions.**

Here are some tips for a successful career fair experience:

- **Test your network connection:** <https://networktest.twilio.com/>
- **Use Chrome or Firefox**, in Safari there may be an issue where some people may not hear the sound
- Make sure to **disconnect any Bluetooth devices**. Bluetooth speakers or headphones (AirPods, Buds Live, etc.) may not be supported by the platform.
- **Five minutes before** your sessions, head to your session schedule in Handshake and click "launch video".
- All **sessions will start directly within Handshake** from the fair, using the **"Schedule"** tab.
- **Set a timer for your 1:1 sessions (10 minutes)** - Handshake will only notify you when you have one minute left. If needed politely let the employer know you need to get to your next session.
- **Join your next scheduled 1:1 session on time** - when needed nicely let the employer representative know that you have to end the conversation as you have another 1:1 session scheduled.
- You are **not allowed to join a group session 10 minutes after** it started.
- If you are **not able to attend a session** make sure to **cancel your session registration** so another student can register.
- **Do not refresh your browser during a session**, you might be removed from that session.
- **Virtual backgrounds are not supported** by the Handshake virtual fair platform so make sure you have a clean and tidy background.
- **Dress for the fair and keep your video on** during the sessions.

Our team will be available during the fair to answer questions via **Zoom** at **Join Code:** **[MEETING ID]** or **[email address]**.