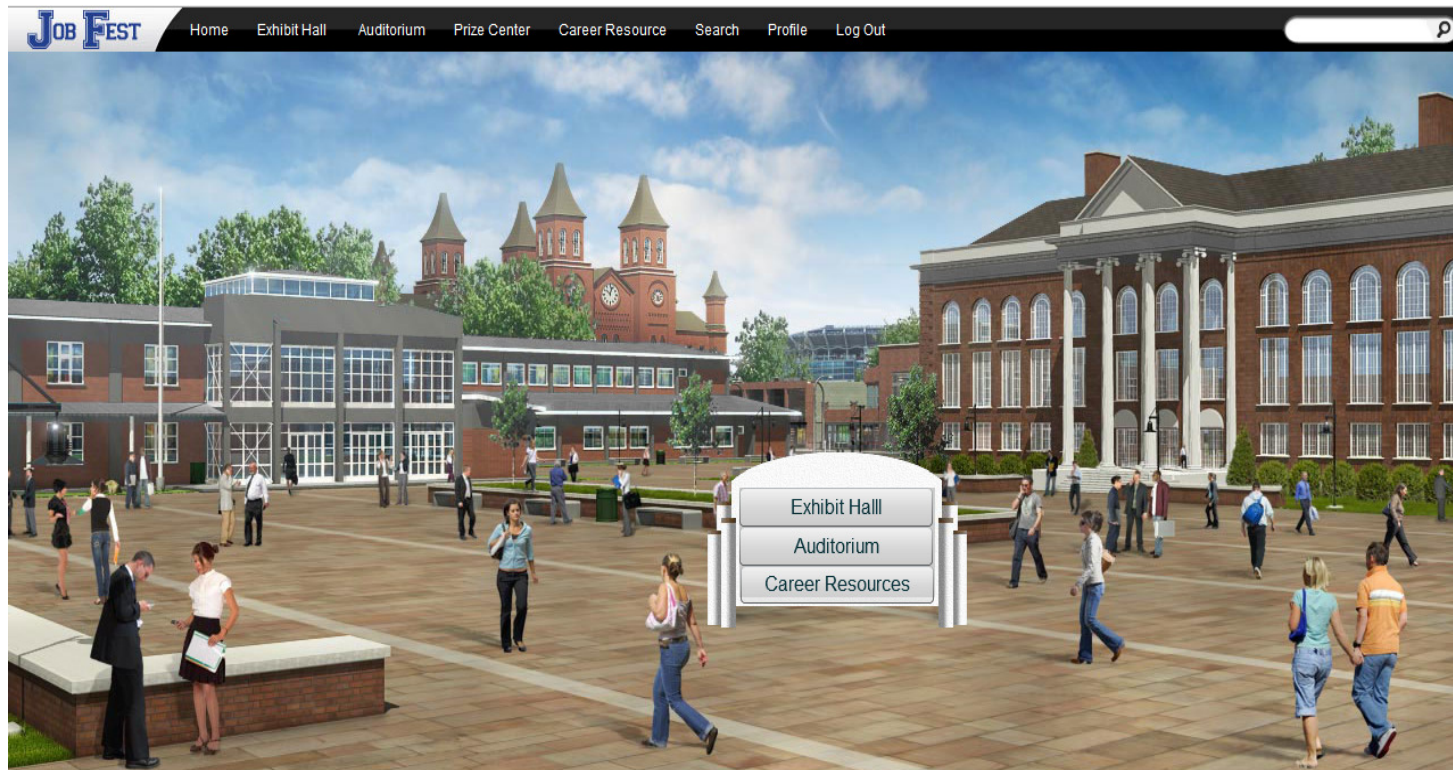


JOB FEST

May 25, 2011



Exhibitor Guide

Event Access

Job Fest is an internet-based career planning event that will take place on May 25, 2011. You will receive an email that links you to a login page that looks like this;

JOB FEST

Login ID

Password **Login codes will be available at the computer you will be assigned to**

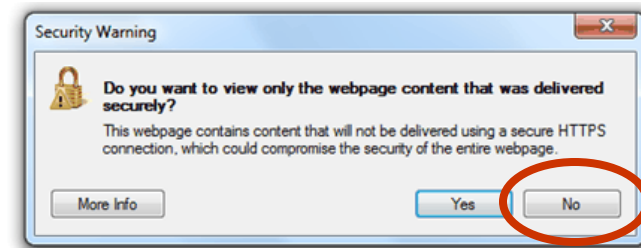
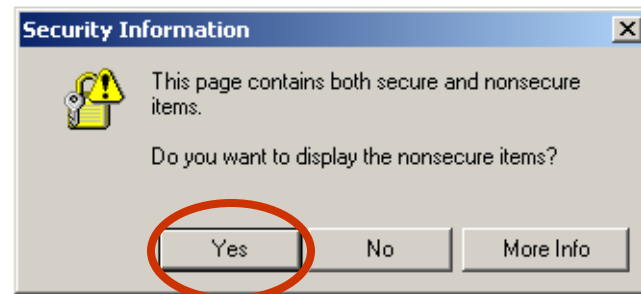
By clicking Enter, you agree to the Terms of Use below and have read and understand INXPO's Privacy Policy.

[Forgot your password? Click here](#)

I Agree to the [Terms of Use](#) | [Privacy Policy](#)

[Click Here to Run System Check](#)
[Click Here to View Technical Requirements](#)

Depending on the internet browser you use you may get a security warning pop up that looks like the following examples. You want to **ALLOW NON SECURE ITEMS** as the site may not function properly if you don't. Please read the message carefully to make the appropriate selection.



Event Access

If for some reason you don't receive an email or it gets accidentally deleted, you can still access Job Fest through the following website;



Select this option.

www.careersthatwork.ca

Event Access

Job Fest has a dedicated website that provides visitors with information and resources to prepare them for the event. Click on the picture to enter the site. Feel free to explore the content of the website and when you are ready to access the live event, select the “Enter the Event” tab.



Job Fest is brought to you through funding provided by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements and J.D. Irving Limited.



JOB FEST



[Introduction](#) | [Preparing for Job Fest](#) | [Mock Job Ads](#) | [Resumes & Interview Resources](#) | [Enter the Event](#)

Introduction

What is Job Fest?

Job Fest is a career planning activity that provides grade eleven students with information that helps make the connection between the World of Education and the World of Work. Practical workshops and experiential learning set the stage for students to think about, explore and prepare for their careers. Job Fest offers an enriching understanding of applying for a real job by making application for a "mock job", taking part in a "mock job" interview and participating in a series of professional employability skill workshops and activities.

Job Fest was originally established in 1993 between Irving Pulp and Paper, J.D. Irving Limited and Hampton High School. The benefits of the first Job Fest served as the catalyst for expanding to include all District 6 Schools, and eventually schools in District 8. In 2002, the Department of Training and Employment Development (now Post-Secondary Education, Training and Labour), became a sponsor, allowing the event to grow once again and provided for the participation of an even greater number of students, including students from School District 10.

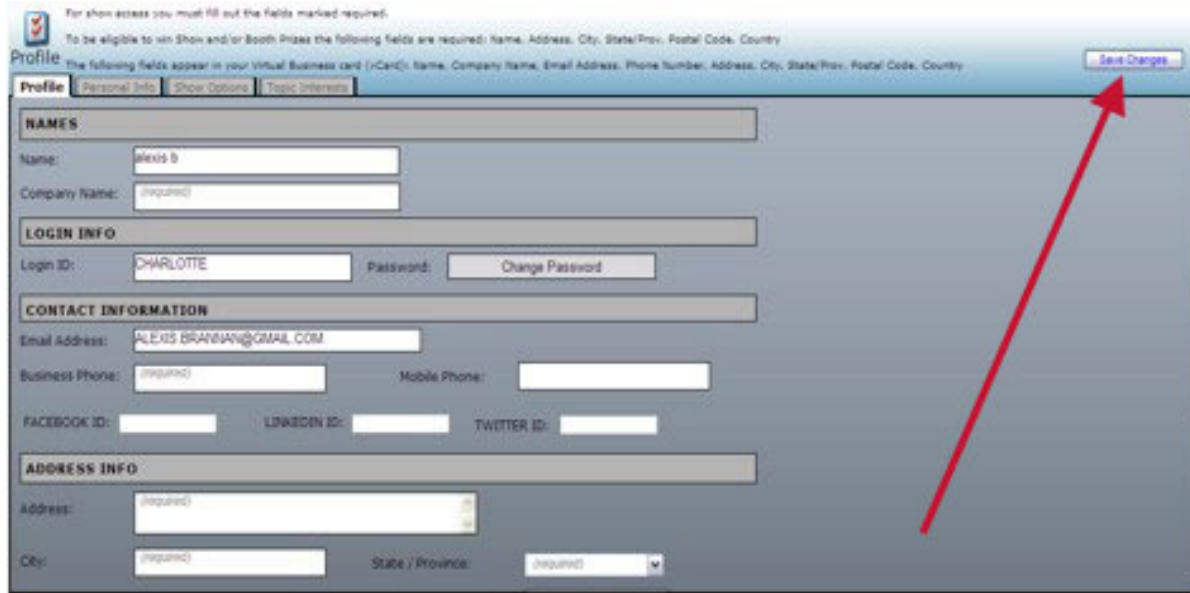
This year marks an important transformation of Job Fest. To meet the needs of the changing workforce and the dynamic skills of this generation, Job Fest will be presented in an entirely new format...VIRTUAL!

Job Fest 2011 is under construction in preparation for a May 28th, 2011 release for students in school districts 6, 8 and 10.

There are two dynamic components to the new Job Fest:

Show Profile

The first time you log into the show, your show profile will be displayed. Filling out your profile completely and accurately will help you while networking with attendees and other exhibitors in the show.



The screenshot shows a web form titled "Profile" with a blue header. At the top, there are instructions: "For show access you must fill out the fields marked required." and "To be eligible to win Show and/or Booth Prizes the following fields are required: Name, Address, City, State/Prov, Postal Code, Country". Below this, there are two tabs: "Profile" (selected) and "Personal Info". The form is divided into several sections: "NAMES" with fields for Name (filled with "Alexis B") and Company Name (marked "required"); "LOGIN INFO" with fields for Login ID (filled with "CHARLOTTE") and Password (with a "Change Password" link); "CONTACT INFORMATION" with fields for Email Address (filled with "ALEXIS.BRANIMAN@GMAIL.COM"), Business Phone (marked "required"), Mobile Phone, Facebook ID, LinkedIn ID, and Twitter ID; and "ADDRESS INFO" with fields for Address (marked "required"), City (marked "required"), and State / Province (marked "required"). A red arrow points from the bottom right towards a "Save Changes" button in the top right corner of the form.

Your profile contains your personal bio and message. Filling this information out allows others in the show to determine if you are a good fit for networking/business opportunities.

When setting up your profile, you can choose an image to represent you during the show. You may select from an extensive list of stock images, or you can upload your own photo.

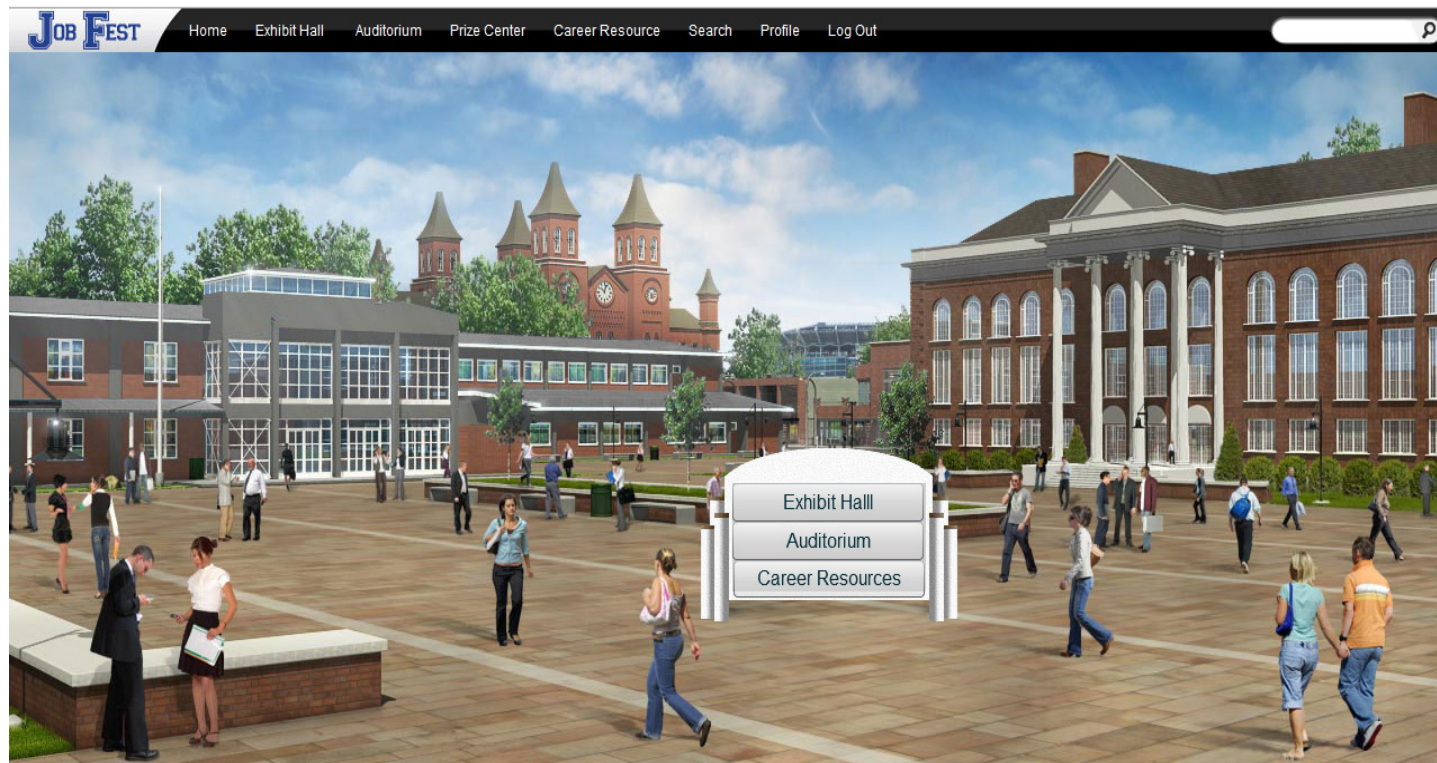
Once you've edited your profile, click "Save Changes" and you will be brought back into the show. You can edit your profile at any time by clicking "Profile" on the toolbar at the top of the screen.



The Job Fest Environment

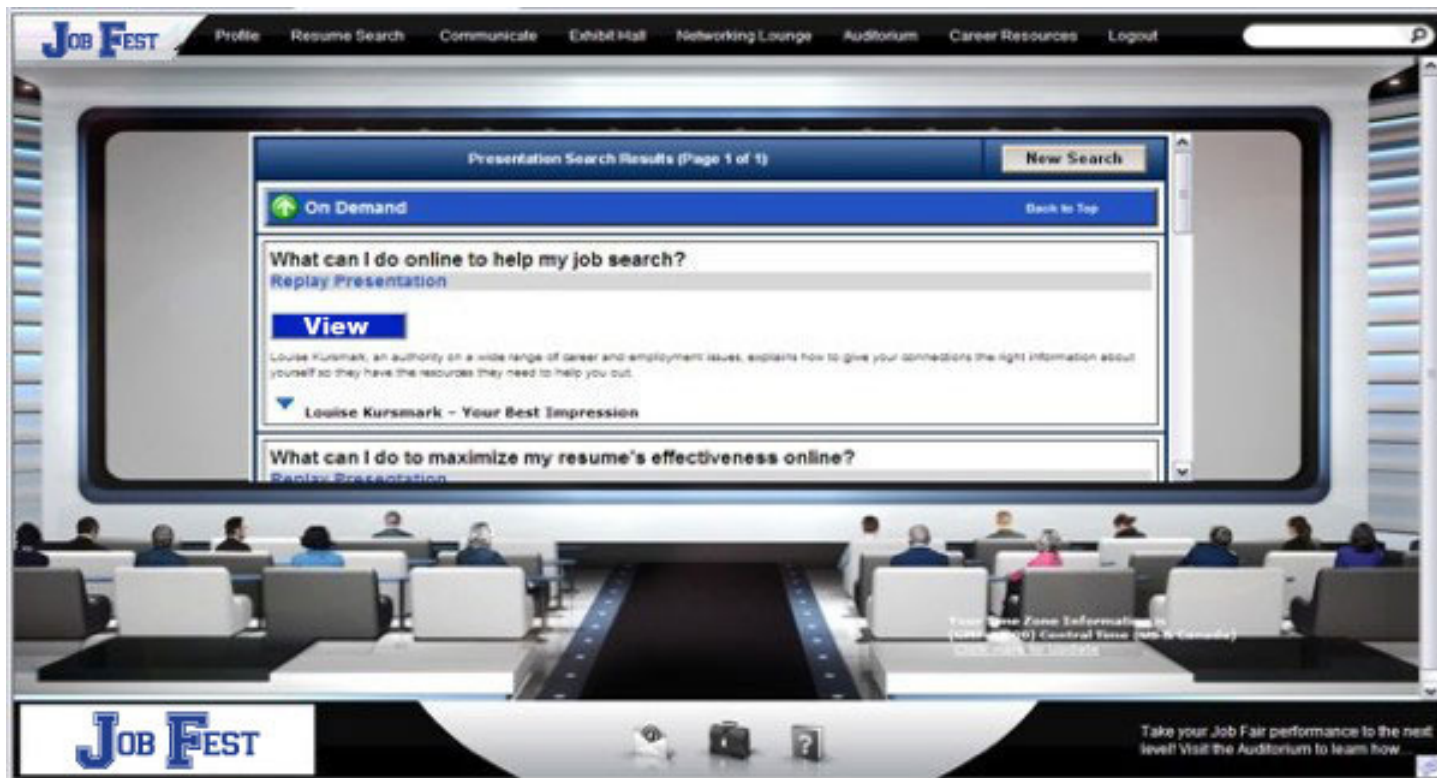
The Job Fest environment consists of 3 main areas;

1. **Auditorium.** Career related videos for students to watch.
2. **Career Resource Lounge.** Information that students may find helpful in developing their career plan.
3. **Exhibit Hall.** This is where the presentation booths and mock interviews are located.



Auditorium

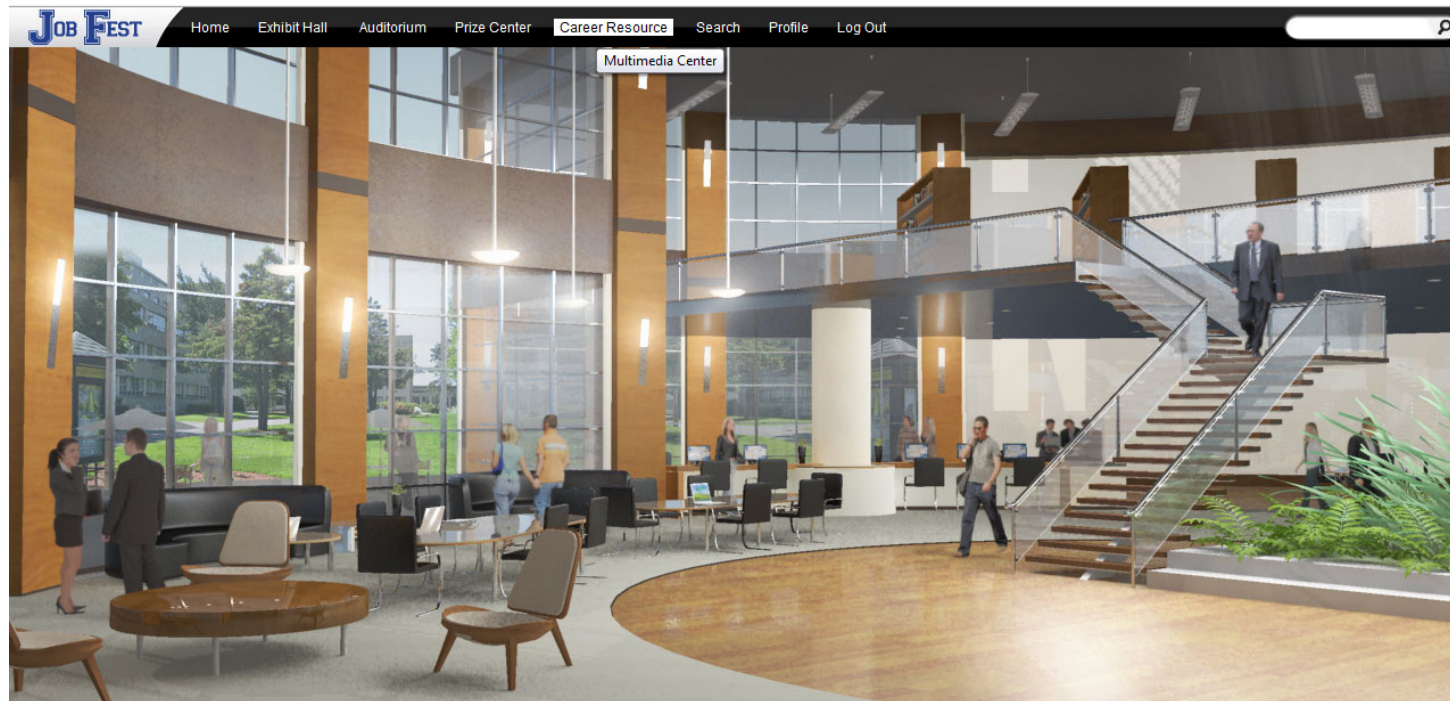
The Auditorium features pre-recorded keynote presentations/videos that are available on demand during the show. To access the Auditorium, click on “Auditorium” in the toolbar at the top of the screen.



Move your mouse to the left or right of the Auditorium screen to scroll through thumbnails of the presentations. Click on a presentation's thumbnail to view detailed information about the speaker and the presentation. Next, click the “View” button to launch the presentation in a new window.

Career Resource Lounge

This area features information and resources that students can browse.



The information supplements the resources found in the Exhibit Hall and Auditorium. The resources contained in this area is useful for teachers, guidance counsellors and parents if they wish to review the experience with students.

Exhibit Hall

When you login to the virtual career fair, you will be taken to the Exhibit Hall floor, where you can view the various exhibitors and their booths. By moving your mouse to the edges of the screen, the show floor view will pan to reveal all of the booths. To view a booth, click on the booth on the show floor.

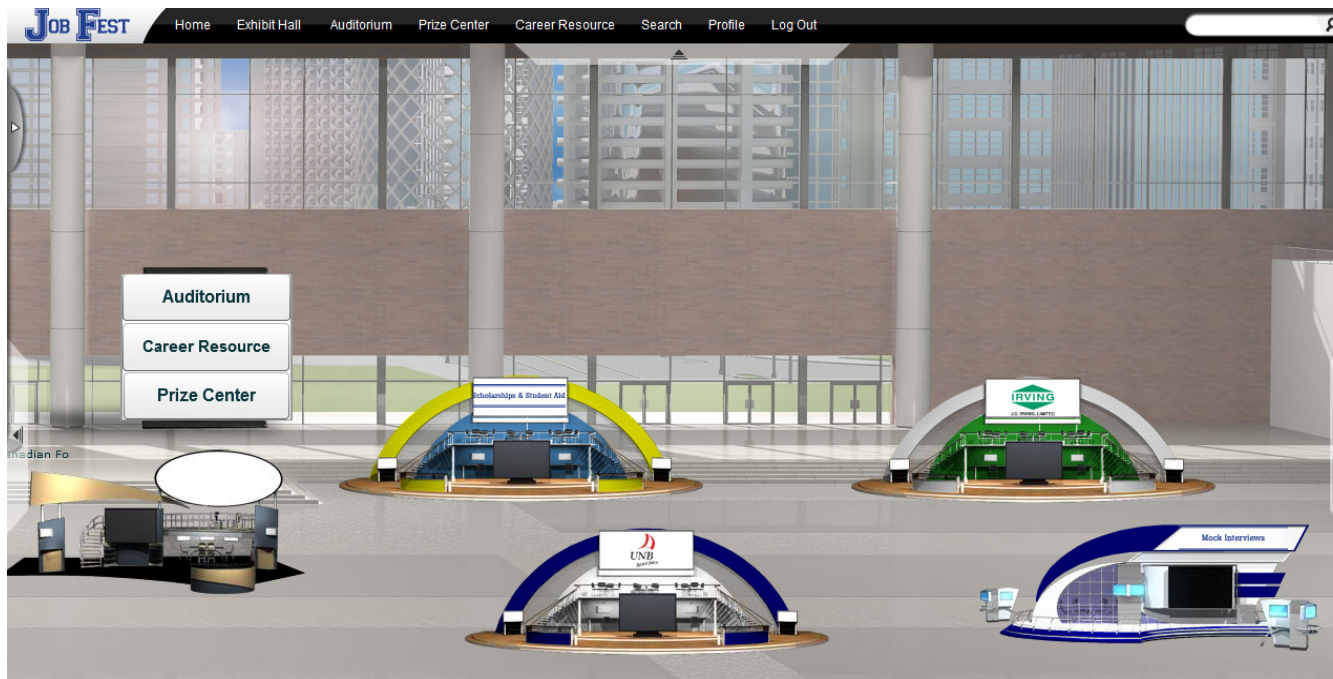


You can return to the exhibit hall by clicking “Exhibits” on the toolbar at the top of the screen.



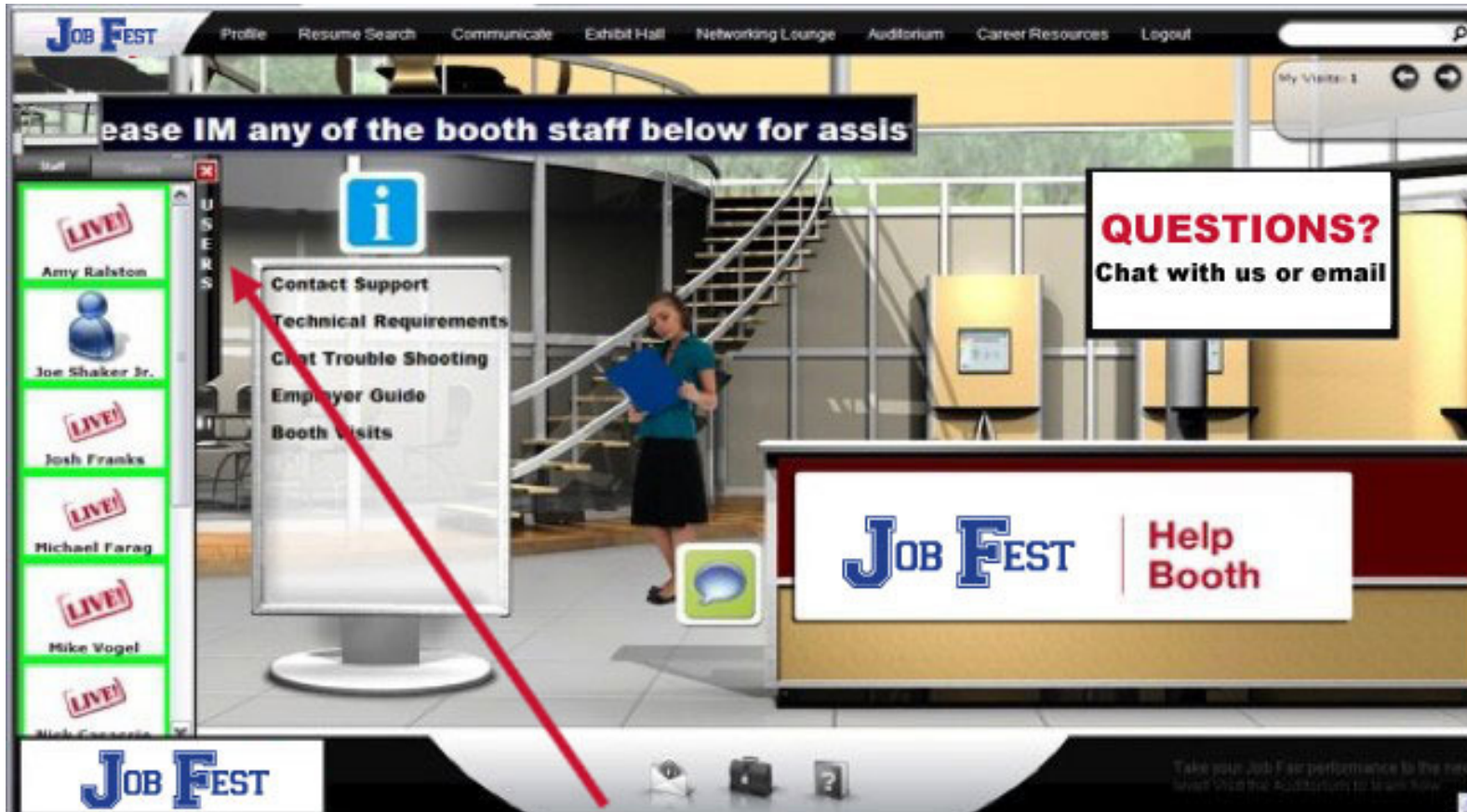
Booth Staffing

This virtual version of Job Fest is a new pilot, so there is no precedent for how many student may visit and/or engage in conversation with you. The Job Fest organizers ask that you booth be staffed by at least one person (preferably a couple) at all times between 8 am and 4 pm on May 25th.



You may wish to operate in shifts so that one person will not be required to be there all day, but having the booths “manned” with actual people enhances the learning opportunity and experience for students.

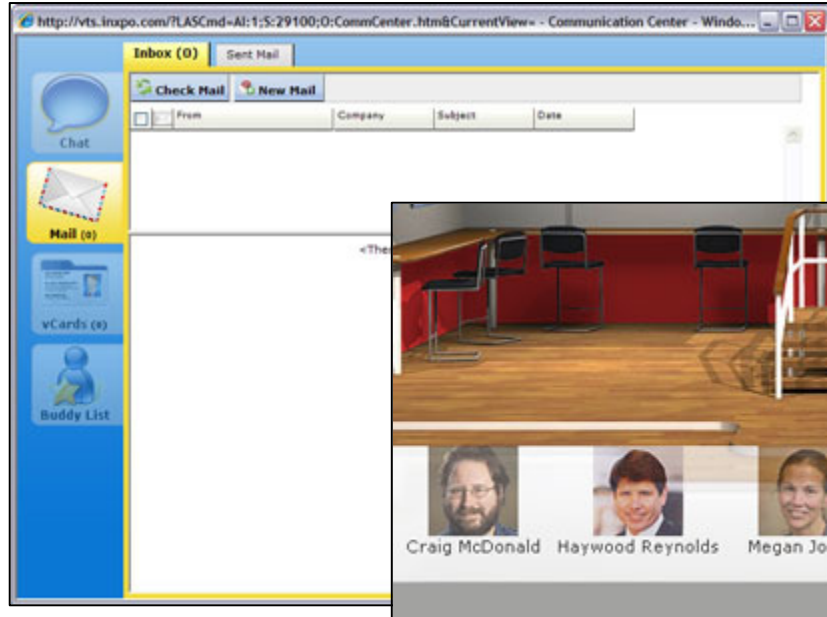
Booth Staffing



When a student enters your booth and clicks on the *Users* tab, they will appear in the users tab. If you are staffing the Mock Interview booth, please look for the student you are scheduled to speak with, click on their icon and initiate a chat by clicking on 'Start Chat'.

Communication

There are three types of show communication: chat, e-mail or vcard. To initiate communication with other show participants you can click the “Communicate” icon from the top of your screen. It will open your Communication Center. Here you can view received vcards and e-mail as well as view previous chat sessions. By clicking “New” next to any of the chat types you can send a vCard, send an e-mail, or start a live chat.



From within your booth you can click on the “Guests” tab at the bottom of the screen, then click on the icon of a booth visitor.

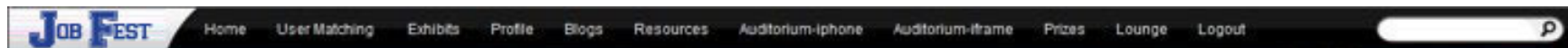
This will bring up their show profile, where you can initiate communication.



You can return to the Communication Center by clicking “Communicate” in the top toolbar.

Communication Notification

If you receive a vcard, chat request, or in-show e-mail, you will be notified via a communication window that appears above the show toolbar. Scroll over this area to maximize the notification window and click on the red X when you want to return to the toolbar.



Note: If you do not respond (accept, decline, open, save, delete) to communication requests the window will continue to reappear.

1 Pending Chat(s) 1 Unread Email(s) 1 New vCard(s)

Chats

John Smith
Test Exhibitor
8:51 AM [Accept](#) [Decline](#)

Chat Status:

If you would like to send a short message (250 chars) to the chat requestor, type it in the space below. Click the "Decline" button to continue.

Mail

John Smith
Test Exhibitor
Subject: Hello
[Open](#) [Save](#) [Delete](#)

vCards

John Smith
Test Exhibitor
Exhibitor
123456789
JSMITH@TEST.COM
770 N Halsted
Chicago, IL 60642
USA
Here's my contact info if you want to keep in touch!
[Open](#) [Save](#) [Delete](#)

Chat Request - If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

E-mail - You have the option to open, save, or delete any new unread emails.

VCard - The notification window will display the user's contact information. You have the option to open, save, or delete the VCard.

Orientation and Training

If you are unable to participate, two webinar sessions were recorded and can be viewed by following these links. You don't need to watch both as they contain very similar information.

<http://cc.readytalk.com/play?id=2e6iqu>

<http://cc.readytalk.com/play?id=ct8i4p>

After you click on a link you will see a screen that looks like this;



Recording Registration

Name Required

Email

Phone

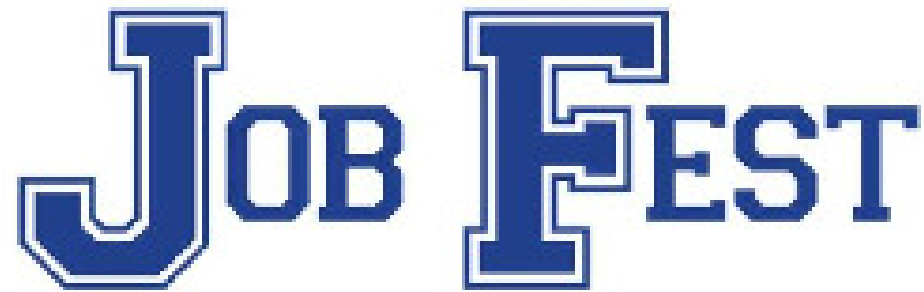
Company

Type in "jobfest" and hit submit. The video should play for you.

Questions/Problems?

For support during the live event, click “Help” on the toolbar at the bottom of the screen. You can also access members of the Job Fest organizing committee in the “Welcome Booth” during the event.

Contact us: jobfest@svesupport.com

The logo for Job Fest, featuring the words "JOB" and "FEST" in a bold, blue, serif font with a white outline. The letters are spaced out, with "JOB" on the left and "FEST" on the right.

Thank you for participating in Job Fest!