

Employer Registration - Commerce Job Expo 2021

Thank you for your interest in attending our virtual Winter 2021 Commerce Job Expo held on January 27th from 11am-1pm. We have provided some information below to ensure you are able to register quickly and easily for this event, while helping to answer your questions along the way!

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, however the first option is mandatory to participate:

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.

- **Please create a meeting link for each representative hosting 1:1 chats from your preferred video conferencing tool (E.g. Zoom, Microsoft Teams, etc.) upon registration.** This link, and any necessary instructions to use the link, must be pasted in the **Meeting Instructions** section, but will not be shared with students unless you have accepted their chat request
- 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
- During the event, 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 with the meeting link
- At the end of the Chat, the representative can save notes about the student which can be downloaded at the end of the event

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.

- You will need to create a separate videoconferencing meeting link from the group to join and add it to the registration form link field as per the instructions below
- 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!
- Needs to be staffed by a representative(s) who is not doing the 1:1 Chats
- It can be staffed for the duration of the fair, or you can set a schedule when representative(s) will be available
- Students do not have to wait in a queue to speak with your representative(s). They will keep their video conference running and students will join throughout

Registration Instructions:

Internet Explorer is no longer supported. Please use another browser i.e. Chrome.

1. [Visit the Commerce Job Expo Registration Page via the Symplicity platform](#)

2. Click on: I want to attend: *As An Employer*.

3. Click on: Proceed to Registration under *New Participants* .

(If you have registered for a past event powered by Symplicity, enter your email address and password, or generate a new password if forgotten)

4. Click *Next* and proceed through the form. Here is a step-by-step video guide to completing the registration form: <https://uoguel.ph/employer-reg-event>

Fees:

- Select your registration type >> Click *Next*

Registering Contact Information:

- A Registering Contact is the person filling out the form. This person may not be attending the event. Complete the fields in this section >> Click *Next*

Organization Information:

- Complete all fields in this section *an asterisk indicates a required field >> Click *Next*

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 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

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.

Group Chats:

*** Leave this section blank if you are not hosting a Chat Room***

- Under **Instructions:** Create a separate meeting in your preferred video conferencing system e.g. MS Teams, WebEx, Zoom, and copy and paste the link into this box
- Under **Schedule**, let students know when your Chat Room will be available during the event
- Click *Next* when you have added your information
- **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

Payment Information:

- Please note, payment is required upon registration (Symplicity Corp. will process card payments and will appear on your credit card statement).
- Click on *Credit Card* and add your credit card information
- Click on *Submit Payment Information*
- Click on *Review and Confirm*

Please forward your confirmation email to all participating representatives.

Recommended minimum 2 representatives attend the event. One for 1:1 chats and another in the chat room. Employers must host a 1 on 1 chat to also use the group chat function

Once approved, the registering contact will receive an email with their own login instructions to be able to modify or add representatives to their registration. After registration, 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/>

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!