



# Using Zoom for Get Experience Fair 2020

*This year we tried to replicate our physical Get Experience Fair experience in a virtual environment.*

*The event will consist of **many virtual exhibitor booths**, each one hosted by a different UTM department or local organization during the specific time slots outlined below. There will be a different Zoom meeting link for each booth, and we will email you the links to all booths closer to the event date.*

*Some virtual booths will run at the same time. We encourage you to **drop by as many as you'd like** (or all of them!), even if you only spend a few minutes in each one.*

*Each virtual exhibitor booth will be different - some exhibitors will have a series of **quick presentations**, while others will have "office hours" to **answer your questions** or do **informal networking**. Drop by their booths to learn about the many exciting ways you can **get experience** and **build your resume**.*

## Test Equipment

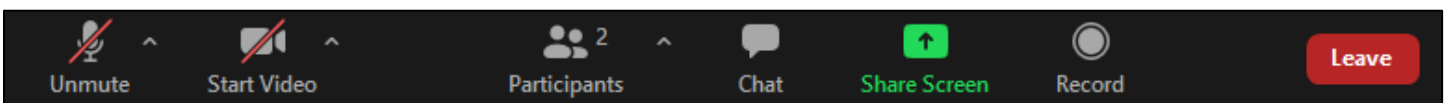
Familiarize yourself with Zoom and test your internet connection, microphone and speakers:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>.

Test your video: <https://support.zoom.us/hc/en-us/articles/201362313>.

## Available Features and Controls

Fair attendees can use the following Zoom meeting features, accessed through the icons on the bottom of your screen.



You can:

- Mute/unmute your microphone
- Start/stop your own video
- View participants list (the exhibitor representatives are indicated as "Co-Host")
- Chat with others in the meeting (virtual exhibitor booth) privately or publicly



## Audio

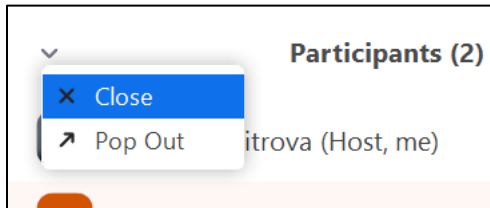
Click the Microphone icon to mute or unmute yourself. Test your audio and microphone by clicking on the small arrow ^ next to the Microphone icon. Select “Test Speaker and Microphone”.

## Video

Click the Camera icon to start or stop your video. Test your camera by clicking on the small arrow ^ next to the Camera icon.

## Participants

Click on the Participants icon to see the list of participants. All exhibitor representatives have “Co-Host” next to their name. To close the Participants panel, click on the small arrow on the top left corner and select “Close”.



## Chat

You may use the chat to ask questions privately or publicly, share your email address with one of the exhibitor representatives (Co-Host), or ask for the exhibitor’s contact information. Click on the Chat icon, then type a message into the chat box. Click on the drop down next to “To:” if you want to send a message to a specific person. Always double check who the recipient of your message is.

## Layout

Click Speaker View or Gallery View in the top-right corner to switch the meeting video layout. We recommend using Gallery View to easily view all participants.

## Waiting Room

If you are placed in a waiting room, this means that the exhibitor is still setting up their booth. Please wait for them to admit you. If you are waiting for a long time, you may go to another booth and return to the first booth later.

## Further Assistance

If you have any questions or require further assistance, please send an email to [vanisa.dimitrova@utoronto.ca](mailto:vanisa.dimitrova@utoronto.ca).

During the fair, you may:

- Visit the Career Centre Help Desk virtual booth at: <https://utoronto.zoom.us/j/92471935490>
- Contact us on Live Chat at [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)
- Call us at 905-828-5451

*We hope you have a positive experience at Get Experience Fair!*

