

# Setting Up Your Virtual College Fair Booth

Your fair organizer will send you a link to start the booth registration/booth build process. It's a good idea to review this document in advance and prepare the elements you will be asked to supply.

This is a sample of your final booth page. Each of these elements corresponds to a question on the registration:

Home Live Expert Presentations Live College Fair Partners and Planning Team

# UNLV

## University of Nevada Las Vegas

Since our first classes were held on campus in 1957, UNLV has transformed itself from a small branch college into a thriving urban research institution. Along the way, our urban university has become an indispensable resource in one of the country's fastest-growing and most enterprising cities. With 11 Academic Colleges and more than 300-degree programs, there is bound to be something for everyone to be able to follow their passion at one of only 130 Carnegie R-1 Very High Research Institutions. Consistently ranked among the most diverse institutions in the nation, UNLV values diversity and inclusion, social justice, and community engagement.

University of Nevada Las Vegas  
4505 S Maryland Pkwy  
Box 451021  
Las Vegas, NV 89154

Our Campus. Our Community. Your University.

Watch later Share

0:00 / 1:51

UNLV: Different... We are Rebels Meet your 2020 ... Why UNLV?

PRESENTATIONS MEET LATER APPLY CONTACT US SEND INFO

### University of Nevada Las Vegas at-a-glance

**Region**

- US-West
- US-Southwest

**Type of School**

- 4-Year Public
- Hispanic-Serving

**Campus Size**

- Large (>15,000 students)

**Campus Setting**

- Urban

**Application Types**

- Rolling Admissions

**Application Style**

- Common Application
- Institution-Specific Application

### Quick Links

- Undergraduate Degrees
- Virtual 360 Campus Tour - Academics
- Discover UNLV - Digital Event Calendar
- Housing and Residential Life
- Student Recreation and Wellness
- UNLV's Vegas Connection
- Academic Resources and Support
- Unique Academic Programs
- Academic Enrichment
- Paying for College

### Learn More

- Presentation SCHEDULE
- Virtual Chat SCHEDULE
- UNLV At-A-Glance
- UNLV Viewbook

Let's look more closely at the registration process and where the corresponding elements will appear on your booth.

## Institution Info

<b>Institution Name *</b>	<input type="text" value="GoToCollegeFairs"/>						
<b>Institution Logo *</b>	<div style="border: 1px solid #ccc; padding: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px;"> <span>Remove</span> <span>Browse ...</span></div> <p><small>This file should be max 80 pixels high, 450 pixels wide. Files that do not follow this format will not function properly on the virtual booth page.</small></p>						
<b>About *</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p>GoToCollegeFairs.com is your best resource for college fairs: in person or virtual! Check out our website to learn more. In our featured video, learn about the NAVIGATE 2020 Virtual Conference and College Fair. In the videos</p><p>A quick introduction to your school. Approximately 750 characters.</p></div>						
<b>Institution Physical Address</b> (This should NOT be a PO box) *	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>Country *</b></p><div style="border: 1px solid #ccc; padding: 2px;">United States</div><p><b>Address Line 1 *</b></p><div style="border: 1px solid #ccc; padding: 2px;">51 Everett Dr</div><p><b>Address Line 2</b></p><div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div><table><tr><td><b>City *</b></td><td><b>State *</b></td><td><b>Zip Code</b></td></tr><tr><td><div style="border: 1px solid #ccc; padding: 2px;">West Windsor Township</div></td><td><div style="border: 1px solid #ccc; padding: 2px;">New Jersey</div></td><td><div style="border: 1px solid #ccc; padding: 2px;">08550</div></td></tr></table><p><a href="#">Reset Address</a></p></div>	<b>City *</b>	<b>State *</b>	<b>Zip Code</b>	<div style="border: 1px solid #ccc; padding: 2px;">West Windsor Township</div>	<div style="border: 1px solid #ccc; padding: 2px;">New Jersey</div>	<div style="border: 1px solid #ccc; padding: 2px;">08550</div>
<b>City *</b>	<b>State *</b>	<b>Zip Code</b>					
<div style="border: 1px solid #ccc; padding: 2px;">West Windsor Township</div>	<div style="border: 1px solid #ccc; padding: 2px;">New Jersey</div>	<div style="border: 1px solid #ccc; padding: 2px;">08550</div>					

The information from this portion of the registration form will appear on your booth here:

# UNLV

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## University of Nevada Las Vegas



You will be asked to supply videos for attendees to view when they land on the booth. The 'featured' video will be larger and will automatically play when your booth page loads.

## Videos

We can place up to 5 videos on your virtual booth page. These videos are a great way to welcome students into your virtual booth and help them get a sense of life on your campus. We cannot accept MP4 files as upload, only [links](#) to existing web hosted videos. These videos can be hosted on your website or a third party site like YouTube.

<b>Featured Video</b>	<input type="text" value="https://youtu.be/QDW_aEJpFr4"/>
	This will be larger than the other videos on the virtual booth.
<b>Secondary Video</b>	<input type="text" value="https://youtu.be/nxGLyDscIgU"/>
	These will be smaller than the 'Featured' video on the virtual booth.
<b>Secondary Video</b>	<input type="text" value="https://youtu.be/PGcRP3Qm5Ms"/>
	These will be smaller than the 'Featured' video on the virtual booth.
<b>Secondary Video</b>	<input type="text" value="https://youtu.be/LnfT1P5c_wA"/>
	These will be smaller than the 'Featured' video on the virtual booth.
<b>Secondary Video</b>	<input type="text" value="https://www.youtube.com/watch?v=4GkrHJ0iY88"/>
	These will be smaller than the 'Featured' video on the virtual booth.

Videos will appear on your booth here:

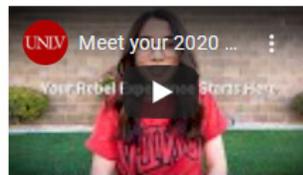
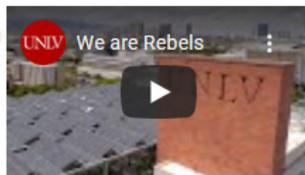
# UNLV

## University of Nevada Las Vegas

**Featured Video**

in 1957, UNLV  
college into a  
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or everyone to be  
30 Carnegie R-I  
ly ranked among  
y values  
iversity  
diversity and inclusion, social justice,  
engagement.

**Secondary Videos**



You will be asked to select ways that attendees can connect with you. Your 'AdmitHub chat account email' will be used to issue the invitation for setting up your chat account. Please be sure to whitelist @admithub.com in your email system so that you receive this email invitation.

**Chat account invitations will not be sent out until after college registration/booth build is closed.**

More info on chat will come later from your fair organizer.

### Important Links

<b>AdmitHub Chat Account Email *</b>	<input type="text"/> Instructions for setting up/using the chat feature and inviting the rest of your team to use booth chat will be emailed to your Chat Leader.
<b>Calendar Tool Link *</b>	<input type="text"/> Please provide the link to your calendar scheduling tool. In other words, how does a student schedule time with your admissions office later?
<b>Contact Us *</b>	<input type="text"/> Please provide the link to your admissions department contact page.
<b>Apply Now *</b>	<input type="text"/> Please provide the link to begin your preferred application process (ie. Common App, Institution Application, etc.) or the next step you would like a student to take when applying to your institution.

[← Back](#)      [Save and Continue →](#)

The calendar tool link, contact us, apply now, etc. listed above will be used to populate the following icons on your booth:



Your 'presentation schedule' is a very exciting element. This booth element allows you to present up to 10 titles/topics of your choosing. You pick the time that suits you. You may list a live presentation or a recording. If you choose to list a recording (youtube, etc.), we recommend mentioning this is 'on-demand.' If you choose to list a live presentation, use the video conferencing link that will host your presentation on the time/date you have indicated (zoom, etc.).

## Presentation Schedule

Use this element for live presentations/webinars on your institution. These presentations can be live or recorded. Create a schedule of what will be available in your virtual meeting room and add the schedule here.

Please provide the link to the virtual conference 'room' that you will be using on the dates of the event (ie: Zoom, Google Hangouts, Skype, etc.). If you do not have this capability, you might want to drop in a recorded presentation or a video that would be helpful to students who want to learn more about financial aid, the honors program, residence life, etc.

**Best Practice:** Host webinars so that students/families can engage with you and ask questions.

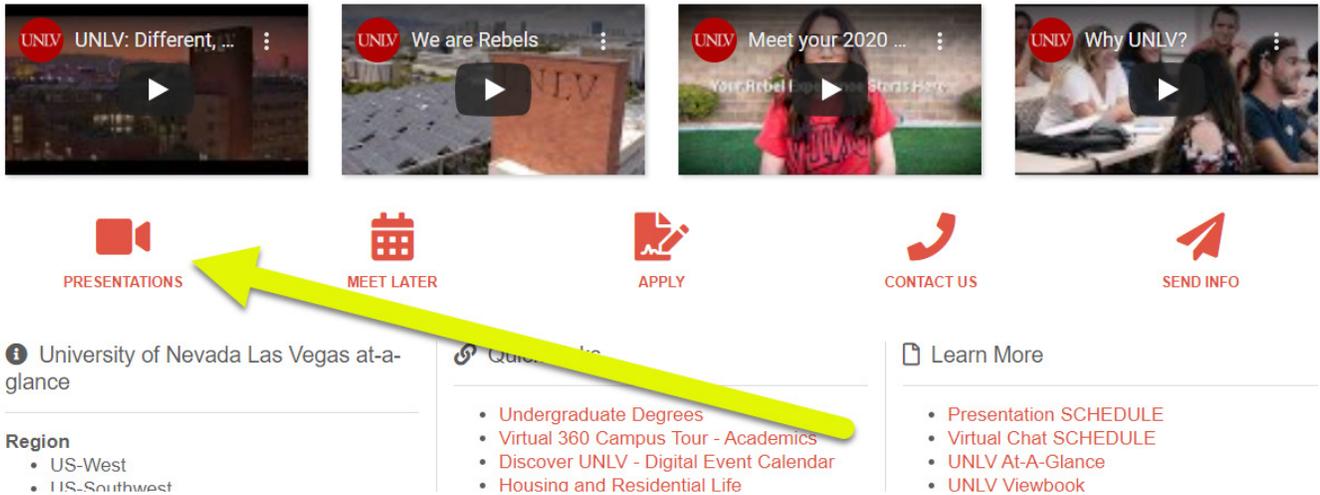
Drop in your schedule of webinars/presentations for your booth. 'Label' should include title and time, 'Link' should be the link to join the presentation/webinar.

Presentation Title/Time (1)	<input type="text"/>	Presentations Link (1)	<input type="text"/>
Presentation Title/Time (2)	<input type="text"/>	Presentations Link (2)	<input type="text"/>
Presentation Title/Time (3)	<input type="text"/>	Presentations Link (3)	<input type="text"/>
Presentation Title/Time (4)	<input type="text"/>	Presentations Link (4)	<input type="text"/>
Presentation Title/Time (5)	<input type="text"/>	Presentations Link (5)	<input type="text"/>
Presentation Title/Time (6)	<input type="text"/>	Presentations Link (6)	<input type="text"/>
Presentation Title/Time (7)	<input type="text"/>	Presentations Link (7)	<input type="text"/>
Presentation Title/Time (8)	<input type="text"/>	Presentations Link (8)	<input type="text"/>
Presentation Title/Time (9)	<input type="text"/>	Presentations Link (9)	<input type="text"/>
Presentation Title/Time (10)	<input type="text"/>	Presentations Link (10)	<input type="text"/>

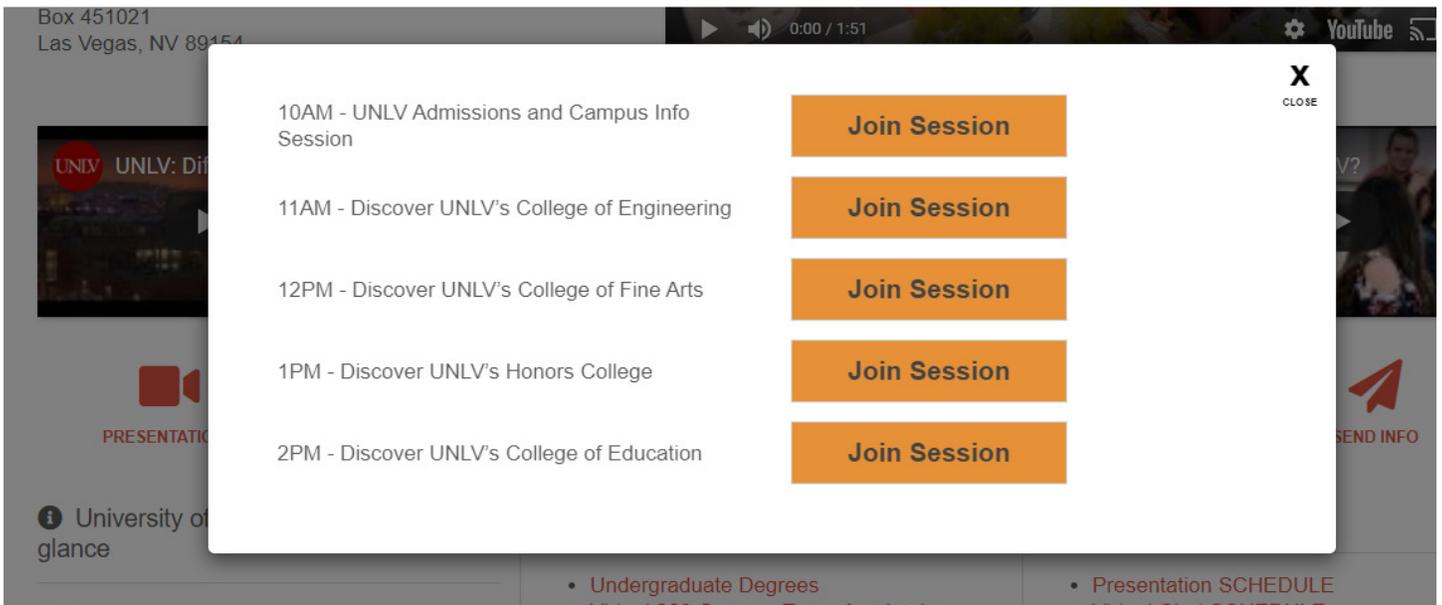
[← Back](#)

[Continue →](#)

Your customized presentation schedule will appear on your booth here:



When a visitor clicks this 'presentations' icon, the customized schedule will appear as a pop-up window:



Quick Links will redirect to your institutions website:

## Quick Links

We recommend links like 'Undergraduate Majors' or 'Net Price Calculator.' Provide a label for this link, and the link itself. Up to 10 links can be submitted.

Label (1)	<input type="text" value="College Resources"/>	Link (1)	<input type="text" value="https://gotocollegefairs.com/colleges/pricing.asp"/>
Label (2)	<input type="text" value="Counselor Resources"/>	Link (2)	<input type="text" value="https://gotocollegefairs.com/counselors/helpful-tools.asp"/>
Label (3)	<input type="text" value="Fair Planner Resources"/>	Link (3)	<input type="text" value="https://gotocollegefairs.com/fair-planners/fair-planning-r"/>
Label (4)	<input type="text"/>	Link (4)	<input type="text"/>
Label (5)	<input type="text"/>	Link (5)	<input type="text"/>
Label (6)	<input type="text"/>	Link (6)	<input type="text"/>
Label (7)	<input type="text"/>	Link (7)	<input type="text"/>
Label (8)	<input type="text"/>	Link (8)	<input type="text"/>
Label (9)	<input type="text"/>	Link (9)	<input type="text"/>
Label (10)	<input type="text"/>	Link (10)	<input type="text"/>

Quick Links appear on your booth here:

The screenshot shows a booth interface with five navigation icons at the top: PRESENTATIONS (video camera), MEET LATER (calendar), APPLY (document with pencil), CONTACT US (phone), and SEND INFO (paper plane). Below the icons are three content sections: 'University of Nevada Las Vegas at-a-glance' with filters for Region, Type of School, Campus Size, Campus Setting, Application Types, and Application Style; 'Quick Links' (circled in yellow) with a list of links; and 'Learn More' with a list of links.

**PRESENTATIONS**      **MEET LATER**      **APPLY**      **CONTACT US**      **SEND INFO**

**University of Nevada Las Vegas at-a-glance**

**Region**

- US-West
- US-Southwest

**Type of School**

- 4-Year Public
- Hispanic-Serving

**Campus Size**

- Large (>15,000 students)

**Campus Setting**

- Urban

**Application Types**

- Rolling Admissions

**Application Style**

- Common Application
- Institution-Specific Application

**Quick Links**

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- Virtual 360 Campus Tour - Academics
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- Academic Resources and Support
- Unique Academic Programs
- Academic Enrichment
- Paying for College

**Learn More**

- Presentation SCHEDULE
- Virtual Chat SCHEDULE
- UNLV At-A-Glance
- UNLV Viewbook

Documents can be loaded under 'Learn More' and will be hosted on the event site server for easy download by all visitors to your booth:

## Learn More

In this section of your booth, students will be able to download documents to learn more about your institution. Please provide PDF documents for download. You may include up to 10. Please provide labels for the documents, and the document itself.

(The maximum size for each file upload field is 10mb)

Label (1)	Scanning App Quick Start Guide
Label (2)	Learn About College Lead Portal
Label (3)	Get Scanned Here
Label (4)	
Label (5)	
Label (6)	
Label (7)	
Label (8)	
Label (9)	
Label (10)	

**Upload (1)**



app quick start gu
Remove
Browse ...

**Upload (2)**



Instructions for se
Remove
Browse ...

**Upload (3)**



These documents appear on your booth here:



PRESENTATIONS



MEET LATER



APPLY



CONTACT US



SEND INFO

**University of Nevada Las Vegas at-a-glance**

---

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## Search Filters

The following questions will be used for two purposes. First, to provide an 'at-a-glance' of your institution on the booth. Second, to provide a search tool for students to find schools with these attributes. Please select carefully.

**Geographic Region (Select all that apply) \***

- US-West
- US-South
- US-Southwest
- US-Northeast
- US-Midwest
- Outside United States
- Online

**Campus Size \***

**Campus Setting \***

**Majors Offered In The Following Categories (Select all that apply) \***

- Arts, Visual, and Performing
- English Language and Literature
- Languages, Literatures, and Linguistics
- Philosophy and Religion
- Business
- Health Professions and Related Clinical Sciences
- Area, Ethnic, Cultural, and Gender Studies
- Family and Consumer Sciences
- Liberal Arts and Sciences, General Studies, and Humanities
- Multi-/Interdisciplinary Studies
- Parks, Recreation, and Fitness
- Law and Legal Studies
- Military
- Public Administration and Social Services
- Security and Protective Services
- Theological Studies and Religious Vocations
- Agriculture and Related Sciences
- Architecture and Planning
- Biological and Biomedical Sciences
- Communications Technologies
- Computer and Information Sciences
- Engineering
- Engineering Technologies
- Math and Statistics
- Natural Resources and Conservation

Search filters serve two purposes: first, as a way for students to find your school (there is a robust search filter for students to use in the virtual college fair), and second, in the 'at-a-glance' section of your virtual booth, here:

 PRESENTATIONS MEET LATER APPLY CONTACT US SEND INFO

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- [Student Recreation and Wellness](#)
- [UNLV's Vegas Connection](#)
- [Academic Resources and Support](#)
- [Unique Academic Programs](#)
- [Academic Enrichment](#)
- [Paying for College](#)

**Learn More**

- [Presentation SCHEDULE](#)
- [Virtual Chat SCHEDULE](#)
- [UNLV At-A-Glance](#)
- [UNLV Viewbook](#)

Leads will come to your GoToCollegeFairs Lead Portal in real time. **The lead portal will not be set up until after college booth registration/booth build is closed.** You can access this lead portal at [www.gotocollegefairs.com](http://www.gotocollegefairs.com).

If this event is charging for registration, you may be asked to include the Institution billing name and a phone number.

Page

GoToCollegeFairs Lead Portal

Account Email \*

This is the email address where you want student info (leads) to be sent after the event.

Institution Billing Name \*

Billing Phone Number

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We hope this step-by-step was helpful. If you need assistance setting up your college booth, please contact your fair organizer.

**GOTOCOLLEGEFAIRS**