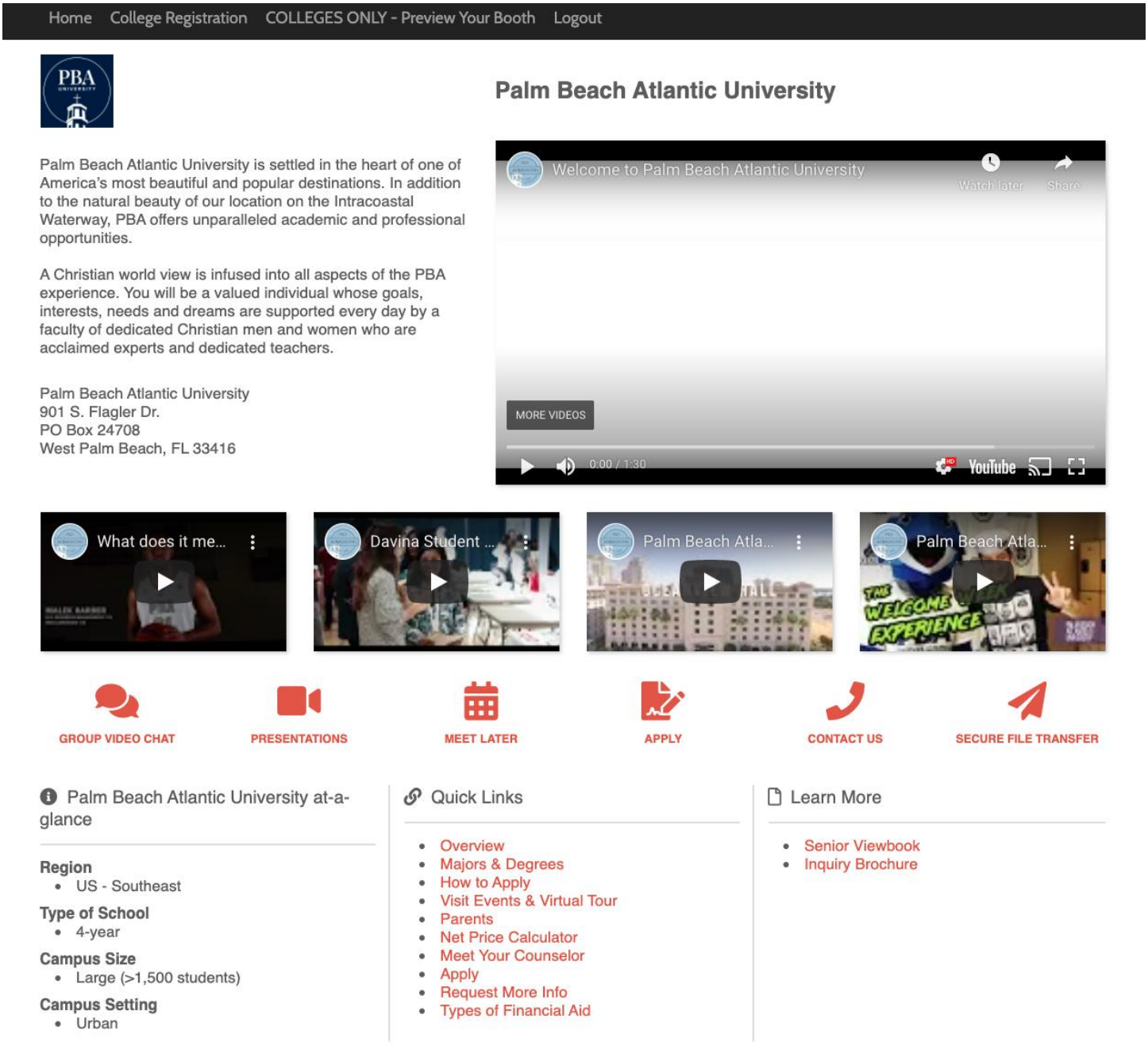
Setting Up Your Virtual College Fair Booth

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 form:



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

Institution Info

Institution Name * GoToCollegeFairs

Institution Logo *

GTCF logo cmyk Left-text.jpg | Remove | Browse ...

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.

About *

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

A quick introduction to your school. Approximately 750 characters.

Institution Physical Address (This should NOT be a PO box) *

Country * United States

Address Line 1 * 51 Everett Dr

Address Line 2

City * West Windsor Township

State * New Jersey

Zip Code 08550

Reset Address

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

Palm Beach Atlantic University is settled in the heart of one of America's most beautiful and popular destinations. In addition to the natural beauty of our location on the Intracoastal Waterway, PBA offers unparalleled academic and professional opportunities.

A Christian world view is infused into all aspects of the PBA experience. You will be a valued individual whose goals, interests, needs and dreams are supported every day by a faculty of dedicated Christian men and women who are acclaimed experts and dedicated teachers.

Palm Beach Atlantic University
901 S. Flagler Dr.
PO Box 24708
West Palm Beach, FL 33416

Palm Beach Atlantic University

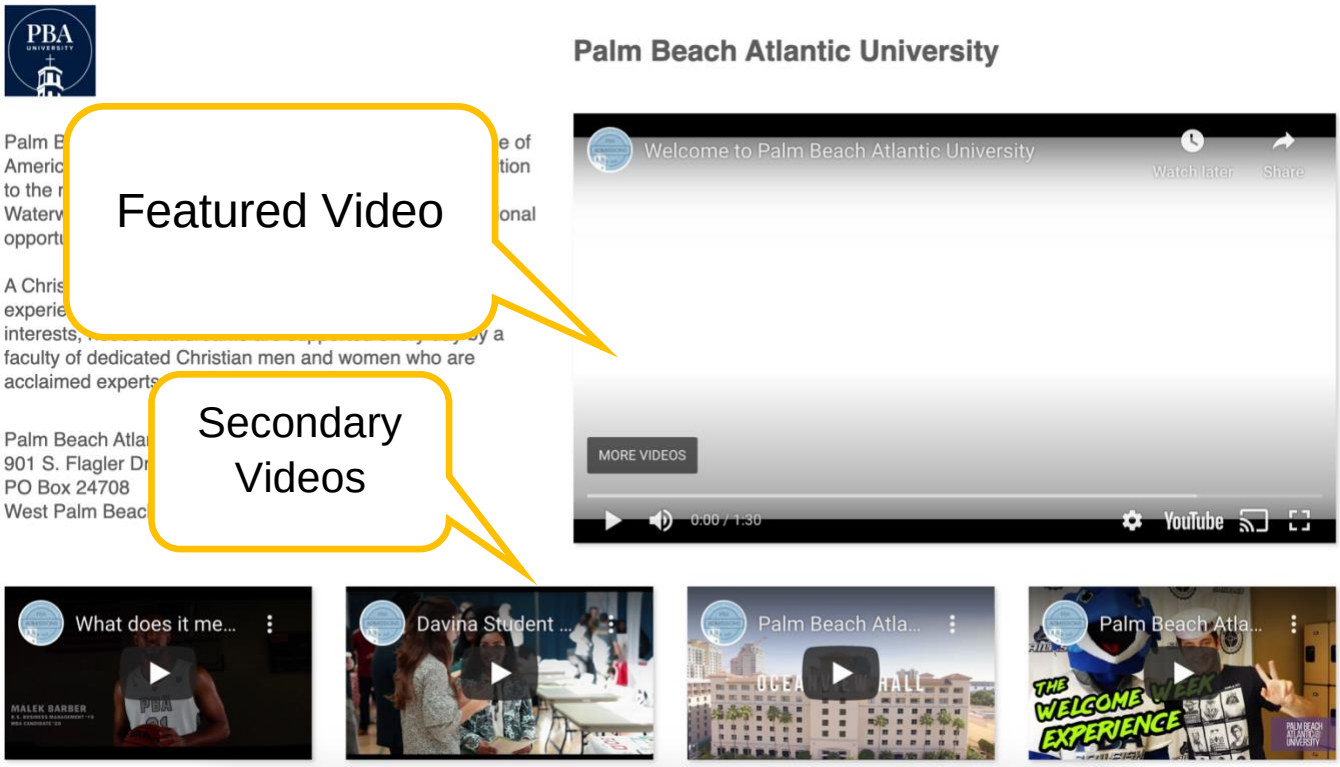
You will be asked to supply videos for attendees to view when they land on the booth. The 'featured' video will be larger and will automatically play when your booth page loads.

Videos

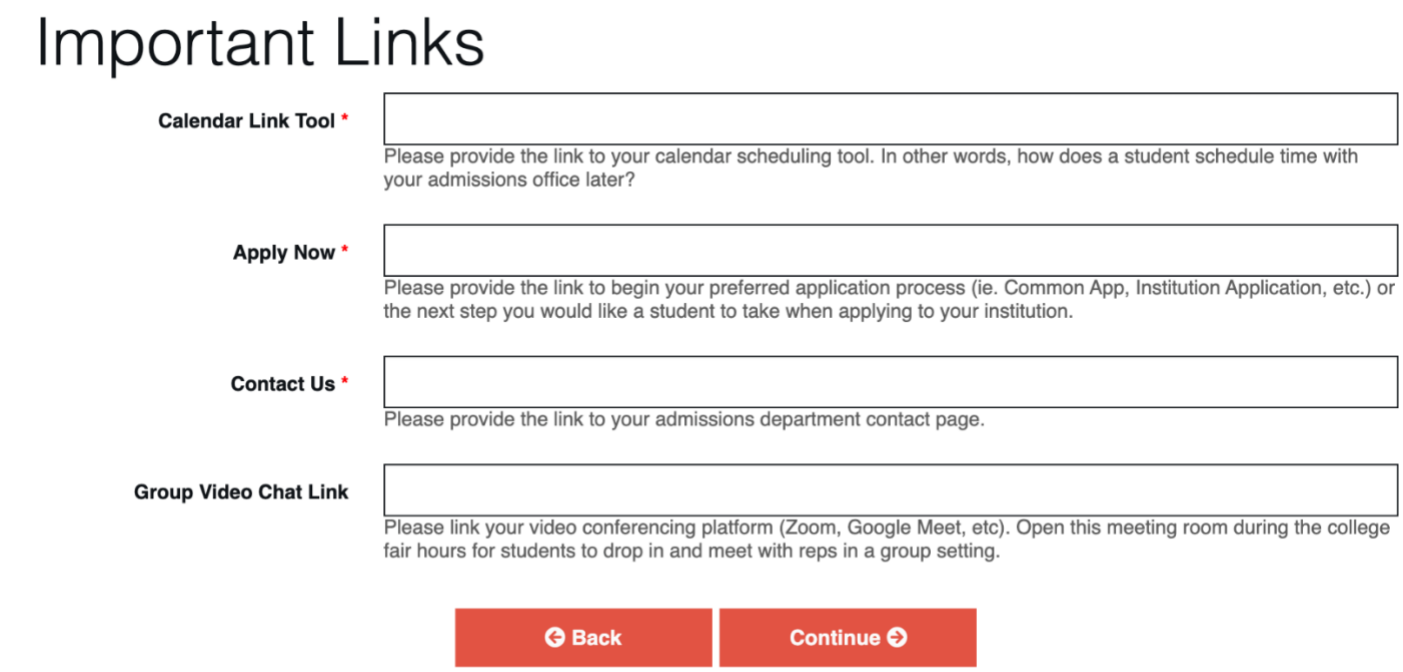
We can place up to 5 videos on your virtual booth page. These videos are a great way to welcome students into your virtual booth and help them get a sense of life on your campus. We cannot accept MP4 files as upload, only **links** to existing web hosted videos. These videos can be hosted on your website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

Featured Video	https://youtu.be/QDW_aEJpFr4
	This will be larger than the other videos on the virtual booth.
Secondary Video	https://youtu.be/nxGLyDsclgU
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	https://youtu.be/PGcRP3Qm5Ms
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	https://youtu.be/LnfT1P5c_wA
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	https://www.youtube.com/watch?v=4GkrHJ0iY88
	These will be smaller than the 'Featured' video on the virtual booth.

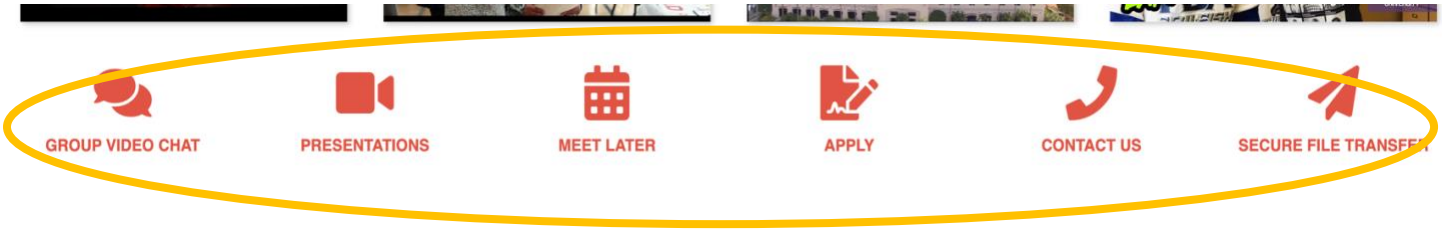
Videos will appear on your booth here:



You will be asked to select ways that attendees can connect with you. You now have the option to video chat with students: **Group Video Chat Link**. *Colleges should not use a generic room that might be in use on another date/time. Please use a unique link/room which is only open on the fair date and time.*

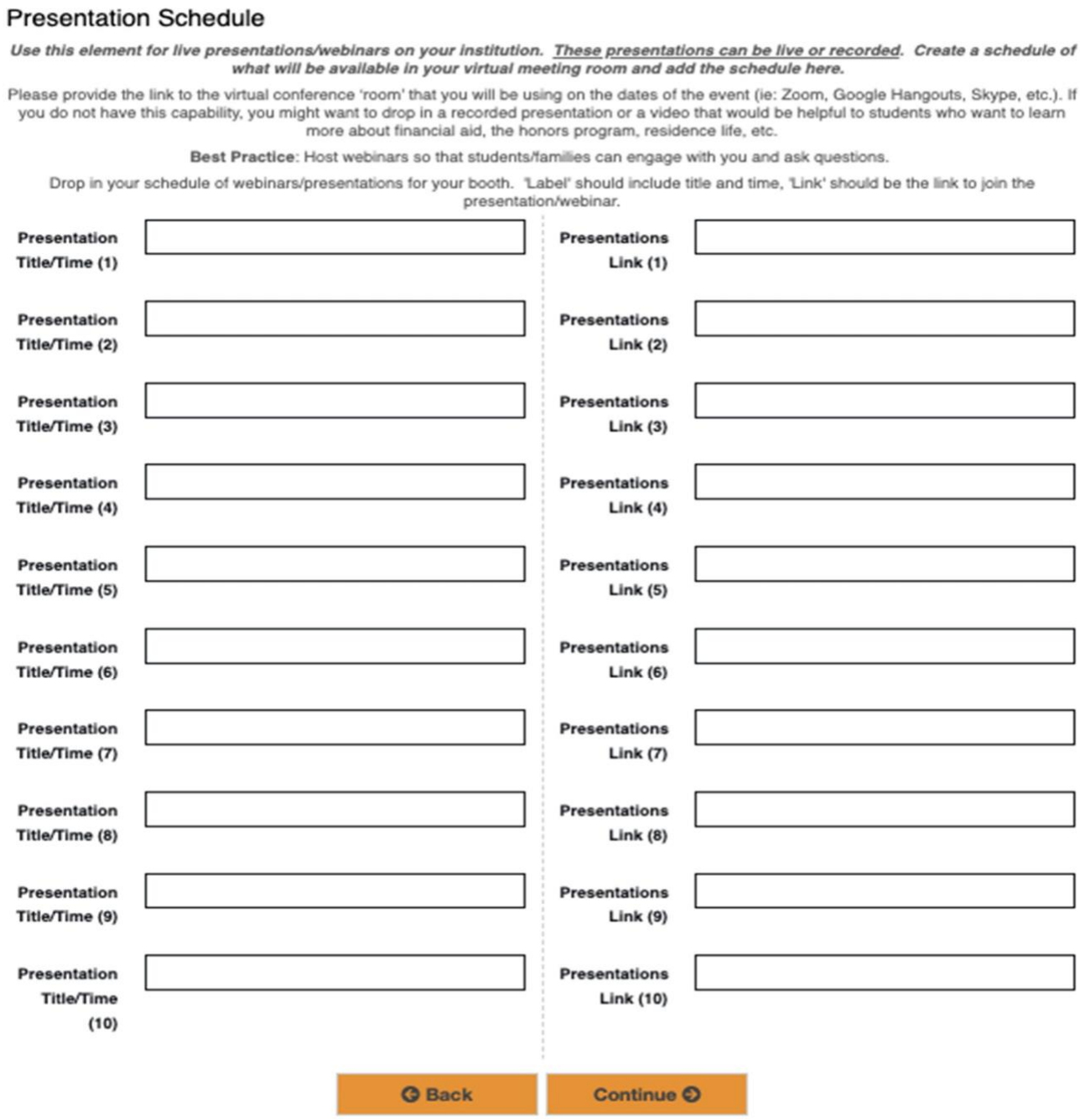


The calendar tool link, contact us, apply now, etc. listed above will be used to populate the following icons on your booth:



Secure File Transfer will allow students to pass your documents securely and quickly during the virtual college fair. This feature is fully integrated, no need for you to do anything. We recommend trying this feature at least once before the fair, so you understand it.

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.

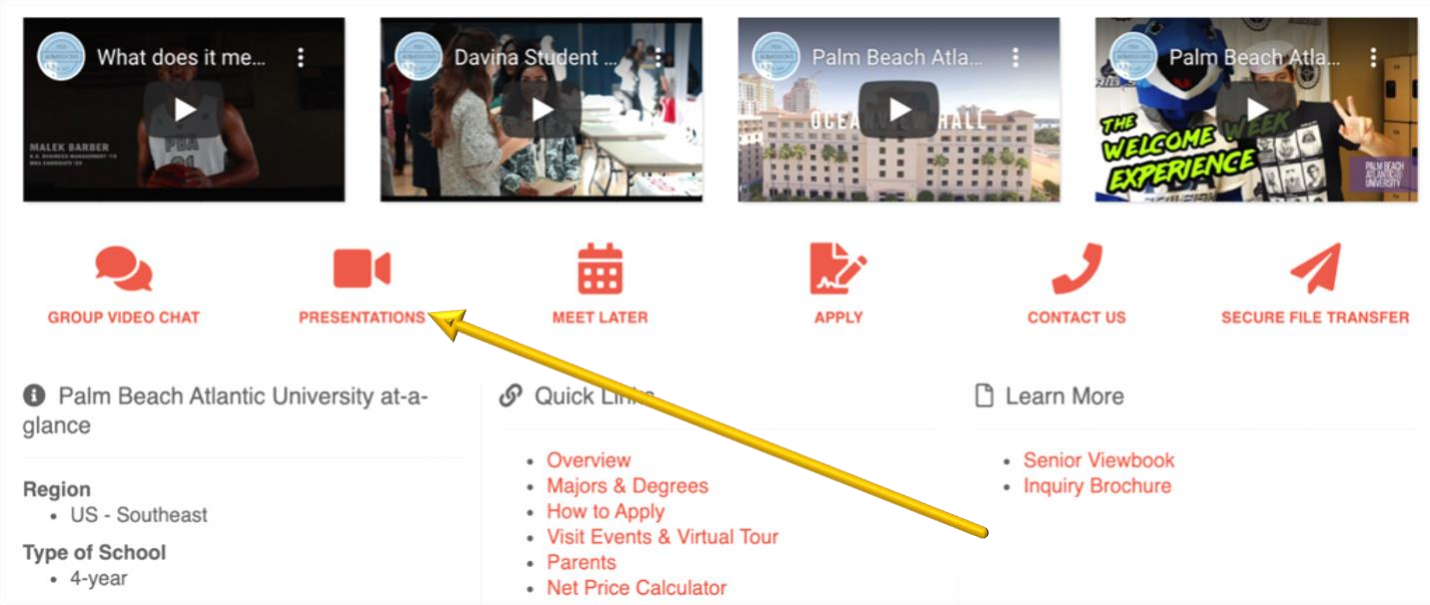
Best Practice: Host webinars so that students/families can engage with you and ask questions.

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.

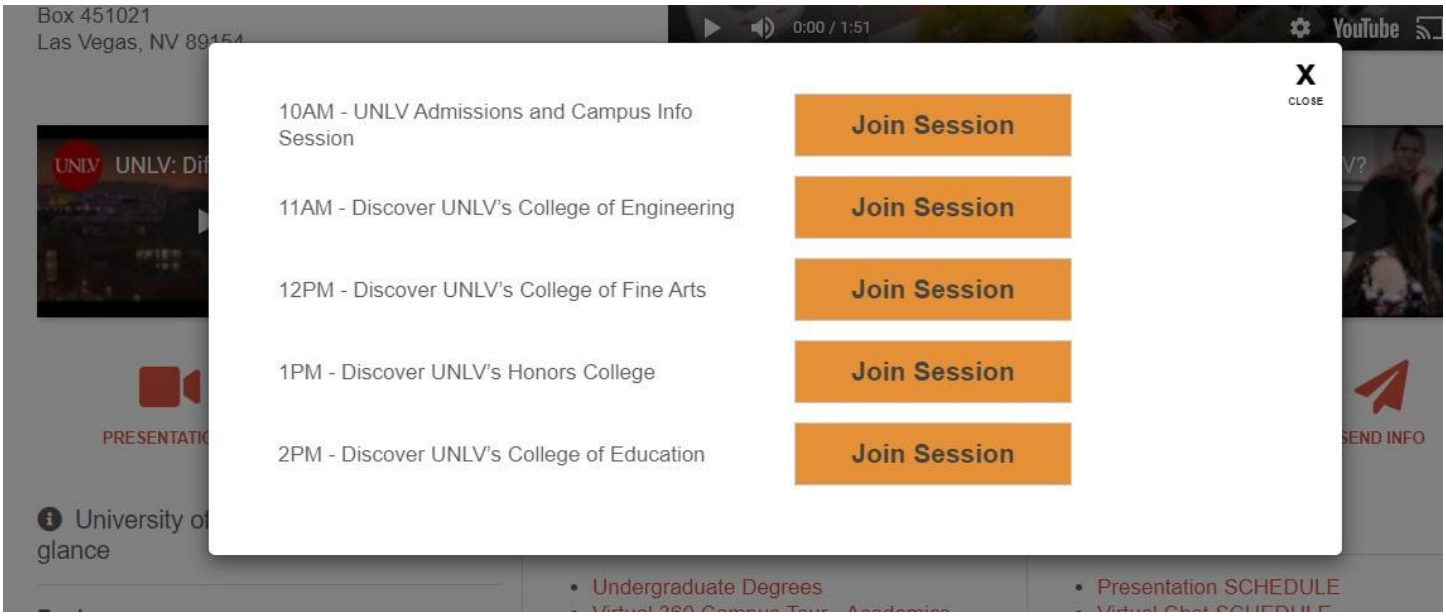
Presentation Title/Time (1)		**Presentations Link (1)**	
Presentation Title/Time (2)		**Presentations Link (2)**	
Presentation Title/Time (3)		**Presentations Link (3)**	
Presentation Title/Time (4)		**Presentations Link (4)**	
Presentation Title/Time (5)		**Presentations Link (5)**	
Presentation Title/Time (6)		**Presentations Link (6)**	
Presentation Title/Time (7)		**Presentations Link (7)**	
Presentation Title/Time (8)		**Presentations Link (8)**	
Presentation Title/Time (9)		**Presentations Link (9)**	
Presentation Title/Time (10)		**Presentations Link (10)**	

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:



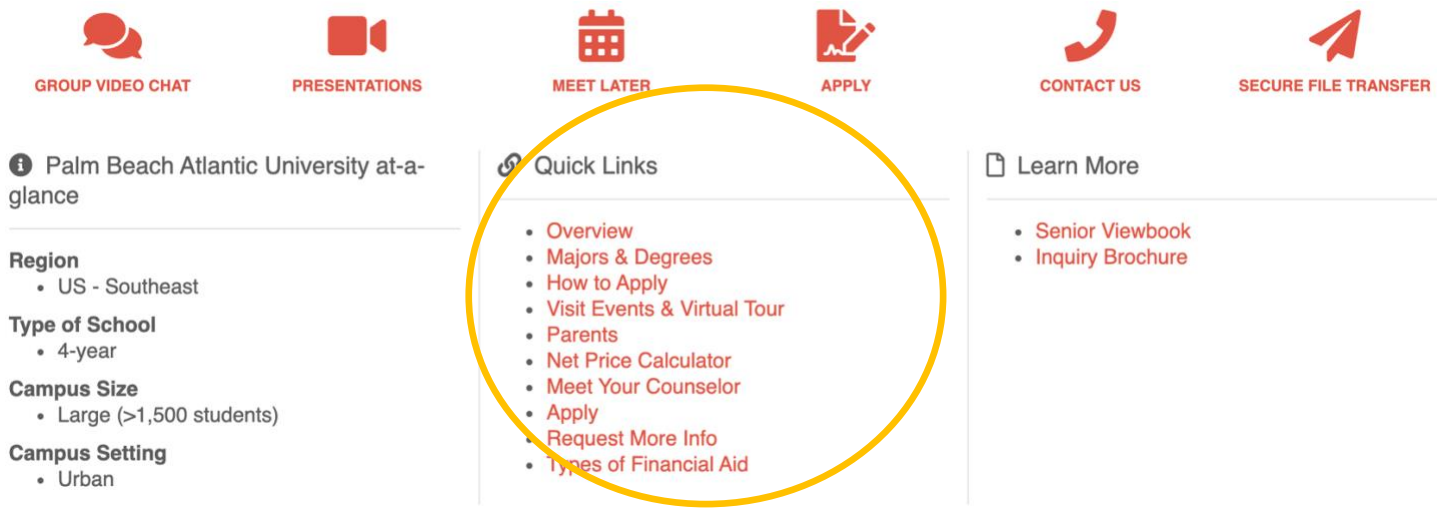
Quick Links will redirect to your institution's website:

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

Quick Links appear on your booth here:



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:

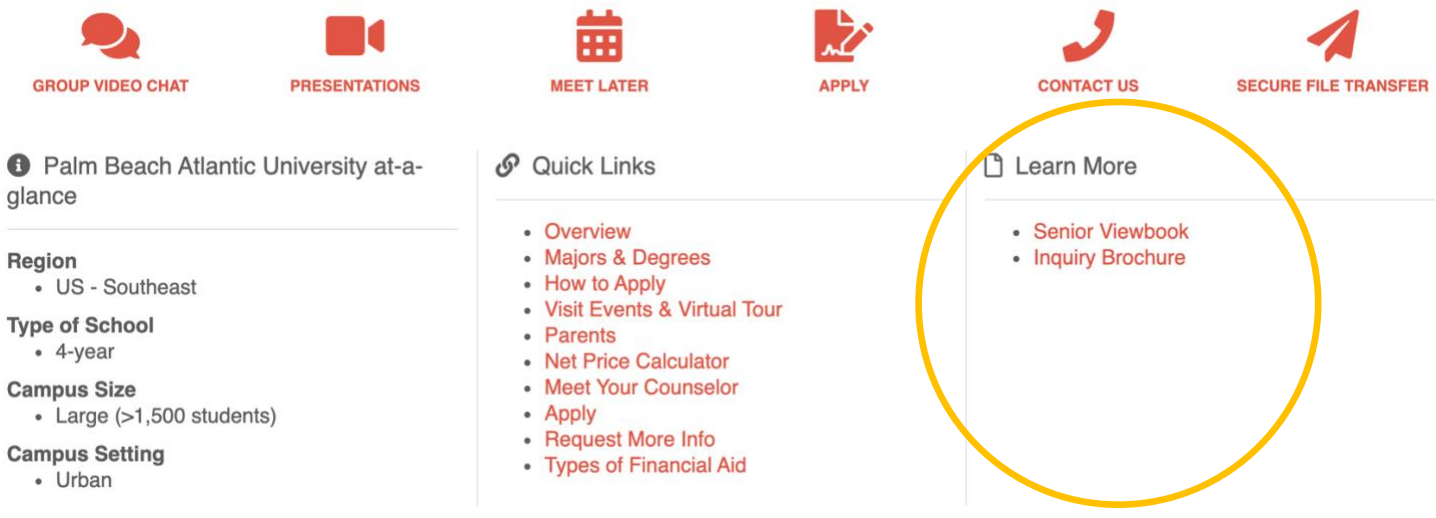
Learn More

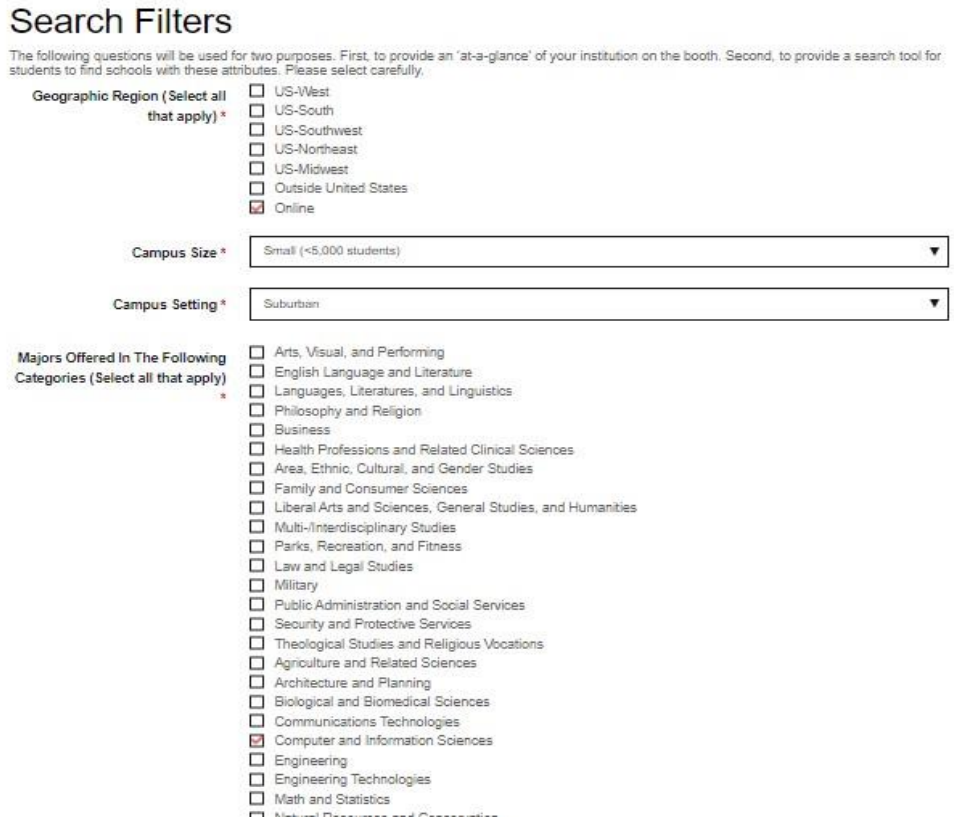
In this section of your booth, students will be able to download documents to learn more about your institution. Please provide PDF documents for download. You may include up to 10. Please provide labels for the documents, and the document itself.

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

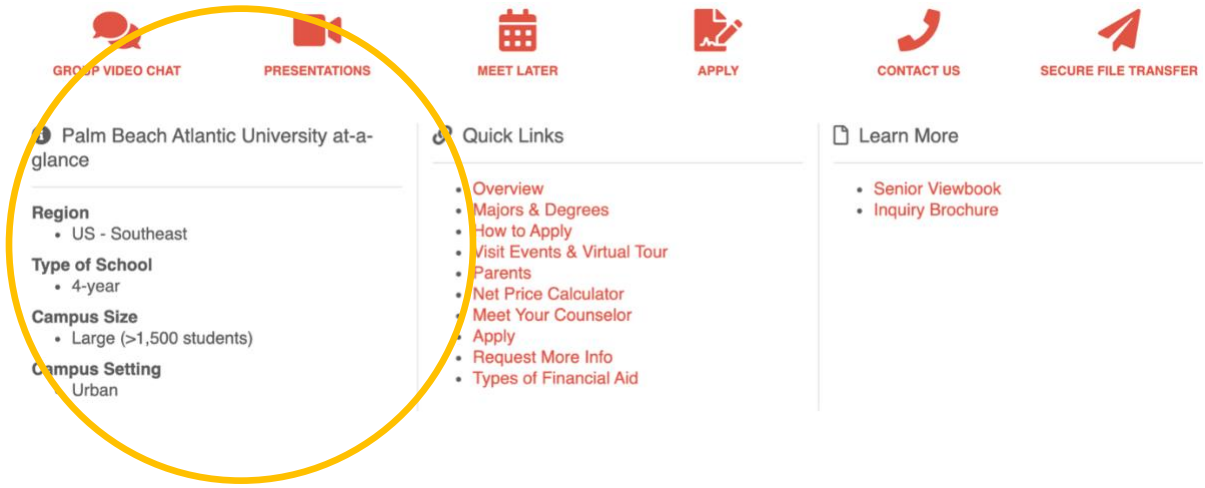
Label (1)	Scanning App Quick Start Guide	**Upload (1)** app quick start gu · Remove · Browse ...
Label (2)	Learn About College Lead Portal	
Label (3)	Get Scanned Here	**Upload (2)** Instructions for se · Remove · Browse ...
Label (4)		
Label (5)		
Label (6)		
Label (7)		
Label (8)		**Upload (3)**
Label (9)		
Label (10)		

These documents appear on your booth here:





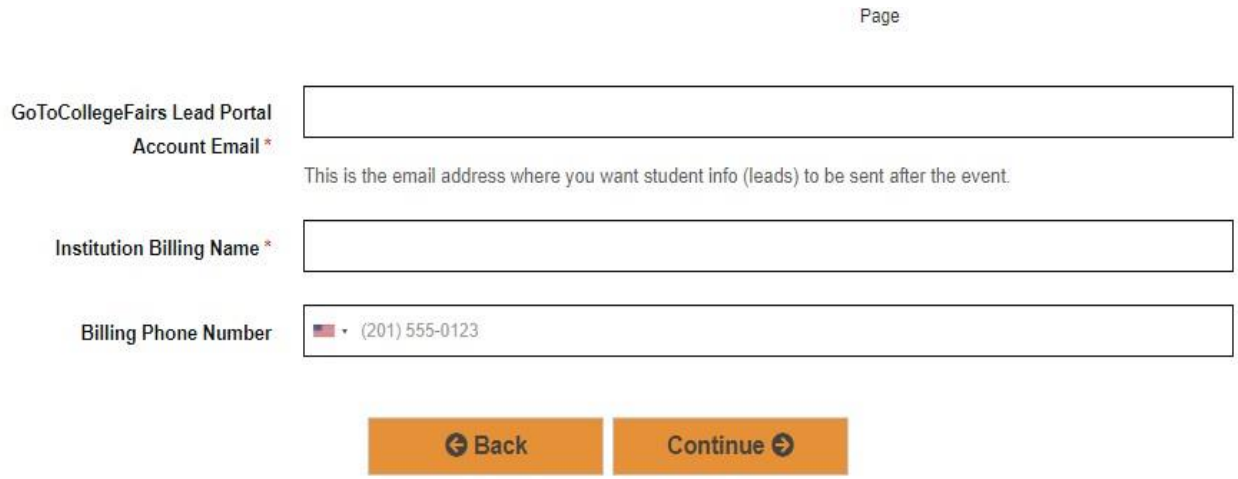
Search filters serve three purposes: first, students will answer a similar set of questions during the registration process and be matched with colleges that fit at least three selected attributes. These matches will be emailed to the student to help them plan for which booths to visit at the fair, and colleges will get this student data in their lead portal*. Second, 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 third, in the 'at-a-glance' section of your virtual booth, here:



**this new data sharing is compliant with regulations protecting the handling of student data. We have updated our terms and conditions/privacy policy to reflect this data practice and students have the ability to opt out of this service if desired.*

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.

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



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

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