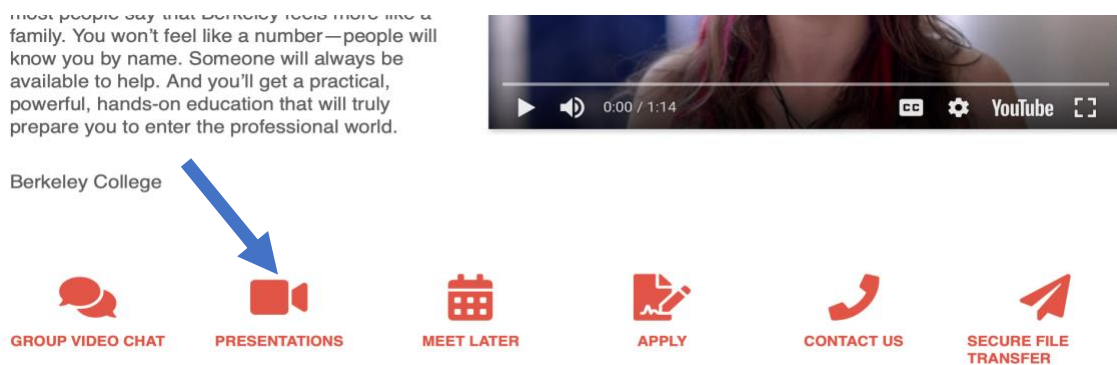# Fair Day Tips – Using Presentations and Group Video Chat
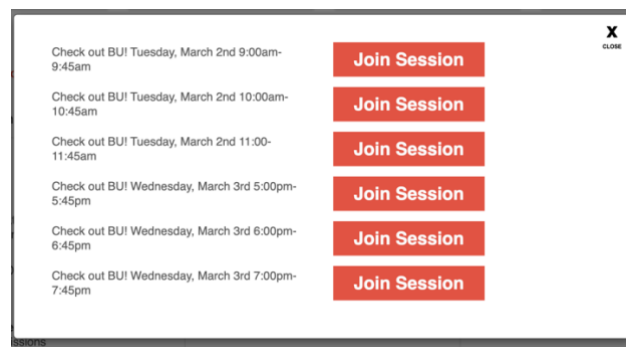
Presentations

Use 'Presentation Links' in your registration form to host formal, webinar-like presentations on specific topics.

- Live presentations allow for use of Q&A with attendees.
- You may also present pre-recorded webinars. List these as 'On-Demand' in your presentation label.

Students access your formal presentations from this link on your booth:

Students select the presentations they wish to attend/view from your list**. **You may have up to 10 presentation links at any given time. To update your presentation labels/links, simply update your registration form.

Group Video Chat

This is your opportunity to speak face-to-face with students. The group setting mimics the in-person experience at the table with attendees coming and going. This is a more informal experience than presentations as described above.

Add your institution's group video conferencing link to your booth registration as seen below. *IMPORTANT NOTE: DO NOT require a password for this meeting room.*
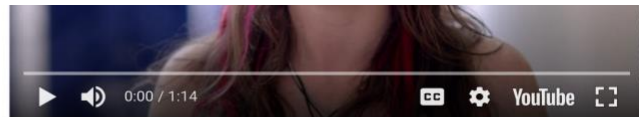
Important Links

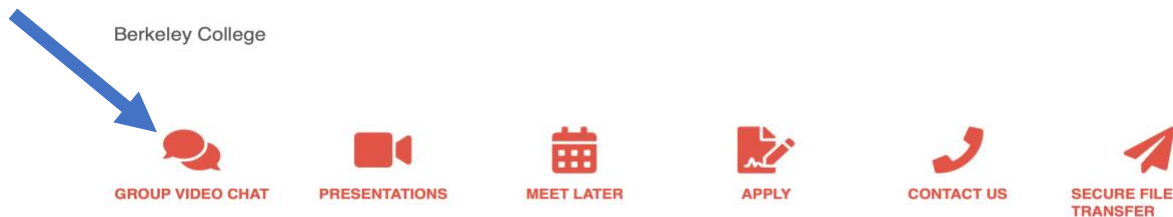|	
Group Video Chat Link	Link your video conferencing platform (Zoom, etc). Open this meeting room during the college fair hours for students to drop in and meet with reps in a group setting. Use a unique link for this fair and not one that will be open other times/dates.
Calendar Link Tool *	Please provide the link to your calendar scheduling tool. In other words, how does a student schedule time with your admissions office later?
Apply Now *	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.

Students can chat live with you by accessing the Group Video Chat icon on your booth, so be sure to log into your institution's video conferencing platform on the day of the fair. Here are a few pro tips:

- Most video conferencing platforms have an audible notification when someone enters the room. Be sure to engage that audible notification if you are otherwise occupied on your screen during the event so that you don't miss the chance to engage.
- Most video conferencing platforms have a chat box available. Be sure to encourage those attendees who would feel more comfortable using that to do so.
- If you expect a large number of attendees, consider a 'divide and conquer' approach that includes one rep on the chat and another on the group video chat. All will occur in the video conferencing room you set up, so that everyone can benefit from the questions and answers from both styles of engagement.

family. You won't feel like a number—people will know you by name. Someone will always be available to help. And you'll get a practical, powerful, hands-on education that will truly prepare you to enter the professional world.

Berkeley College

| GROUP VIDEO CHAT | PRESENTATIONS | MEET LATER | APPLY | CONTACT US | SECURE FILE TRANSFER |

Connect with your fair organizer or info@gotocollegefairs.com if you have any questions about the above features.

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