Virtual Law Fair 2022

The step by step user guide

Virtual Law Fair 2022

In November Careers Network will be hosting the Virtual Law Fair. Virtual Fairs are online events that allow employers and students and graduates to meet in a virtual environment through 121 video meetings and group chats.

This event will provide you with the opportunity to meet a wide range of employers from a variety of sectors and industries to discover graduate opportunities, placements and internships and get crucial recruitment insights and build your networks.

This guide will take you through how to register to attend and book your 121 slots and group chats for the Virtual Law Fair on the 16th November.
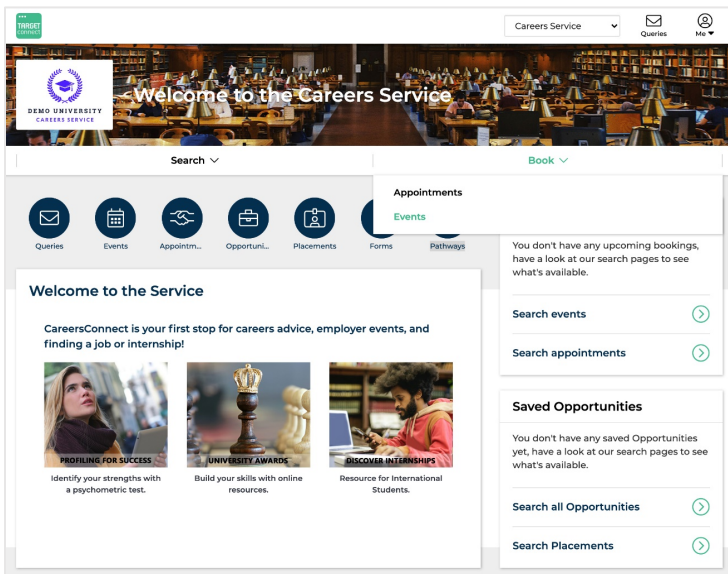
If you experience any issues with the Careers Connect platform, please email us at recruiters@contacts.bham.ac.uk

TOP TIPS
- Read this guide to get ahead and be prepared
- Research the exhibitors
- Book your 121 slots in advance

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Virtual Law Fair 2022
Booking virtual events and 121 meeting slots

1 Log in to your Careers Connect account and select
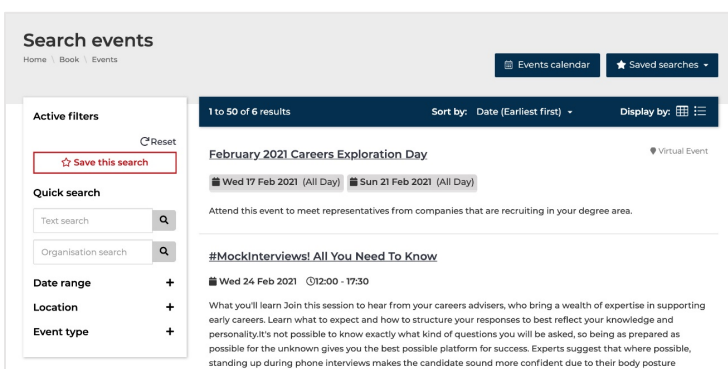**Book > Events** on the navigation ribbon.
Current students:
Simply log in with your UoB credentials.
Graduates:
Log in using the graduate option.
If you don't have a graduate account, you can apply for one via the link above.

2 Use either the **Quick search** menu or the **Events calendar** to find the event you wish to book a place to attend. Alternatively you can access the event from the direct links on p.2 of this guide.

TOP TIP
Visit our Events guide to see what's on this term.

Virtual Law Fair 2022
Browse event details and industry sectors

3 Once you have selected the event, you can browse the **Event** page to view event times, exhibitors and what to expect.

Here you will also be able to filter the employers exhibiting by industry sector.

To register your place to attend simply click the register button.

Virtual Law Fair 2022
Register to attend a virtual event

TIMEZONE - EUROPE/LONDON
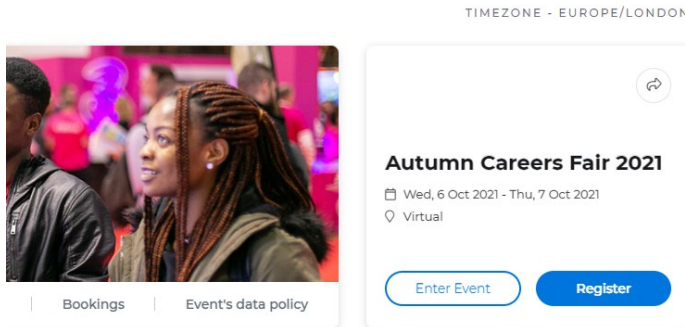
4 Select '**Register**'.
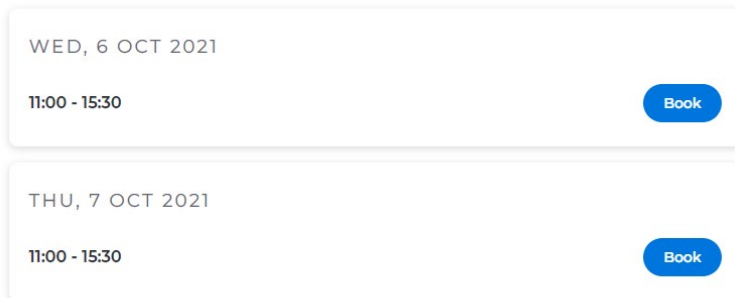
5 If the event is taking place across multiple days, this will be shown in the bookings section.

TOP TIP
You need to register for the event to enable the options for booking 121 chats and attending Group Chat sessions.

Virtual Law Fair 2022
Explore the Event Hall

In the Event Hall you will find details about the Careers Fair and other events Careers Network will be hosting along with hints and tips to make the most of the event.
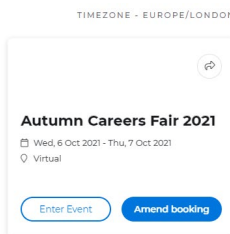
6   Enter the event hall at any time before by clicking **'Enter event'.**
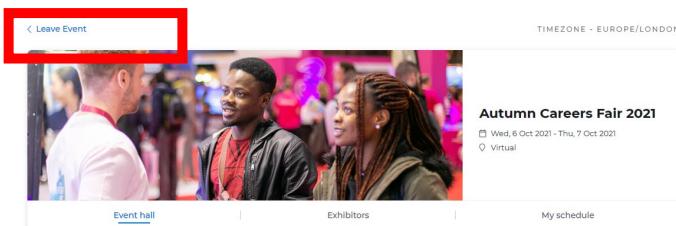
7   Take your time to familiarise yourself with the information provided. From here you can also access the exhibitor tab to begin creating your schedule for the day.

8   Selecting **Leave event** takes you back to the main event page.

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Booking 121 meetings with exhibitors

121 meetings are not formal interviews, do your research and be prepared with some questions to ask the employer before you meet

9 Select the employer you wish to book a 121 meeting with by clicking their logo, then click **chat to team.**

10 Here you will be able to see all the available slots and some information about the employer representative.
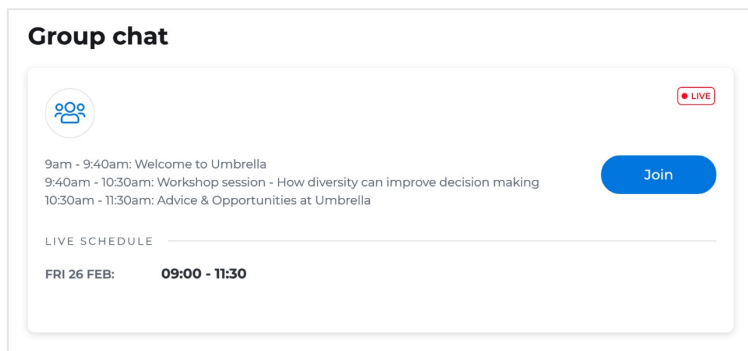Select a **time** and click **'Book'** to book a slot.

TOP TIP
Click **My schedule** to view the 121 meetings you have booked for the event.

Virtual Law Fair 2022
Joining group chats

Group chats allow you to drop-in and chat with an employer in a more informal setting. Please be aware that you will be joining other students and graduates in the room so please be patient as the employer will need to take the time to respond to everyone.

Group chat

● LIVE

9am - 9:40am: Welcome to Umbrella
9:40am - 10:30am: Workshop session - How diversity can improve decision making
10:30am - 11:30am: Advice & Opportunities at Umbrella

Join

LIVE SCHEDULE

FRI 26 FEB: 09:00 - 11:30

11 Click **Join group chats** with the exhibitor.

Please note: Group chats are not bookable in advance.

TOP TIP
You can drop into a Group chat at any time during the time slot given.

Virtual Law Fair 2022
Viewing employer opportunities

12 Select the **View opportunities** tab to see the current opportunities published by the exhibitor.

TOP TIP
Click on any **opportunity** to save it for later or apply now!