



Thank you for participating in the Association for Commuter Transportation's virtual Transportation Career Fair!

This guide is designed to help you navigate your booth during the event on May 21, 12:00 -3:00pm ET.

Getting Started

- An email was sent to you with your direct link to access your booth. This was emailed to you already but please ask if you can't find it.
- o It's recommended to use the web "app" on the Chrome browser.
- Once you have accessed the platform, you can edit your company details, upload documents, link to a video, and post available jobs.
- If you would like to add more booth staff, please <u>email me</u> their names and email addresses so I can add them for you. They will use the same link to access the booth that you received in your email.
- You will need to provide your own virtual meeting link to be able to talk "directly" to job seekers. This allows you to use a platform (ex. Zoom, Teams) that you are comfortable with. Instructions are below on the different ways to communicate with job seekers.
- You have access now to your booth and will have access to it three months after the May 21 event. Job seekers will have access to it during the same period. However, only individuals registered for the event will be able to access the site after May 21.



Staffing Your Booth

May 21, 2024	ion Virtual Career Fair 2024		
윰 Home	Q Search company	← Association for Commuter Transpo	Chat
🛱 Agenda >	My Company	Booth Staff	
 Community 14 Messages 169 Photos 	Pasteriation for commute	Elizabeth Denton Director of Membership Association for Commuter Transportation	No messages yet - send them first!
🏦 Career Fair	Boston University	Allison Caravella	
Leaderboard	C	Association for Commuter Transportation Send Message	
Feedback to Whova Organizer Tips	Caltrans 4	The Association for Commuter Transportation is the premier	Write a reply Send

• You can have as many people staffing your booth as you wish. Please <u>send me</u> their names and emails so I can add them to your booth.

Communicating with Attendees

May 21, 2024	ion Virtual Career Fair 2024		
🔒 Home	Q Search company	← Association for Commuter Transpo	Chat
 Agenda Attendees Community Messages Photos 	My Company Association for Commute 9 04 View Edit B	 ▲ Visited ♥ 0 Association Post a job A Better Journey for Everyone membership@actweb.org/ https://www.actweb.org/ Elizabeth Denton ♥ 9 Job Listings 	No messages yet - send them first!
Career Fair Career Fair Career Fair Career Fair Feedback to Whova	Boston University 17 C Caltrans 4	Interested in applying for Association for Commuter Transportation? Send in your application and resume Booth Staff	
Organizer Tips		Flizaheth Denton	Write a reply Send



- The chat feature on the right is public. Anything added there will be visible as attendees come and go.
- Attendees can send messages directly to someone at your booth by clicking on the "Send Message" button under the booth staff person's name.

May 21, 2024	tion Virtual Career Fair 2024		
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Career Fair	Boston University 17	Allison Caravella Association for Commuter Transportation Send Message	
Feedback to Whova Organizer Tips	Caltrans 4	The Association for Commuter Transportation is the premier	Write a reply Send

- If someone wants to chat with you "live," direct them to your virtual meeting link and meet them there. Those interactions are private.
- You can add a link to a virtual meeting tool of your choice (i.e., Zoom, Teams, Google Meet) in one of two places:
 - In the company "Website" box \rightarrow

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	ciation for Commuter Transportation is th for commuter transportation and transpo nals.	

people, places, and organizations working to advance TDM in order to improve the quality

• You can also post your virtual meeting link directly into the chat. Depending on how much conversation there is in the chat, you may want to post it a few times.



Association for Commuter Transportation

• You can also communicate with attendees through community boards. Start a new question, follow up to an existing question or comment, or just read what people are saying.

Home	All topics Following By organizers New 14 topics • 10 unread • Ideas for new topics			Q Search topics	
Agenda >					
🖞 Attendees 🛛 🕖	Last announcement posted 2 months ago		View >	Last meetup created 2 months ago	View 2
Community 🚺	📢 📮 Organizer Announcements			😤 📮 Meet-ups & Virtual Meets	
Messages (169	Check all announcements sent by the organizer			Suggest a dinner together, a morning run, or anything else	to get to know.
Photos					
	Last reply 2 months ago		View >	Last reply 32 minutes ago 🖌 🖌 Fo	ollowing View 3
Career Fair	🧕 📮 Ask Organizers Anything			First Exposure to Transportation as a Career Path	
Career rain	Have any questions for the organizer? Ask here.				
Leaderboard	1 new question			🎒 🗣 1 new message, 1 following	
	Last reply 33 minutes ago	✓ Following	March N	Last reply 17 hours ago +	Follow View
My Stuff >	Areas of Study	✓ Following	view 2		Follow view.
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Event Support

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The ACT staff is here to help with any questions you may have, and we will be available during the event. We encourage you to explore the platform ahead of time to familiarize yourself with its features. Please reach out to <u>edenton@actweb.org</u> if support is needed. We look forward to a successful Transportation Career Fair!