



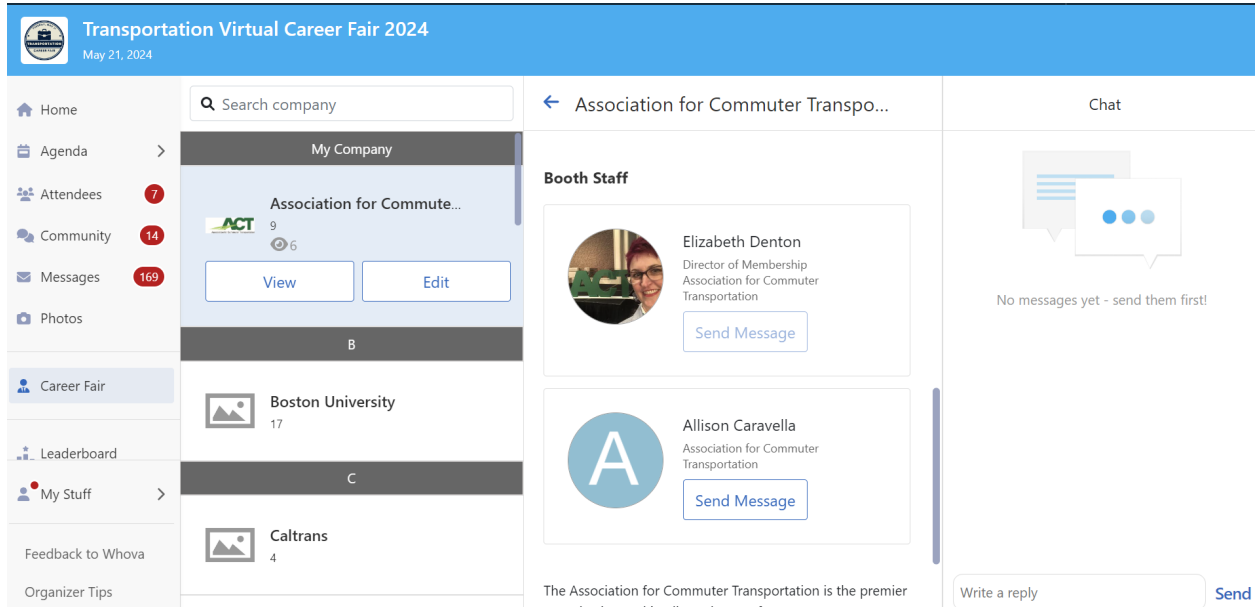
Thank you for participating in the Association for Commuter Transportation's virtual Transportation Career Fair!

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

Getting Started

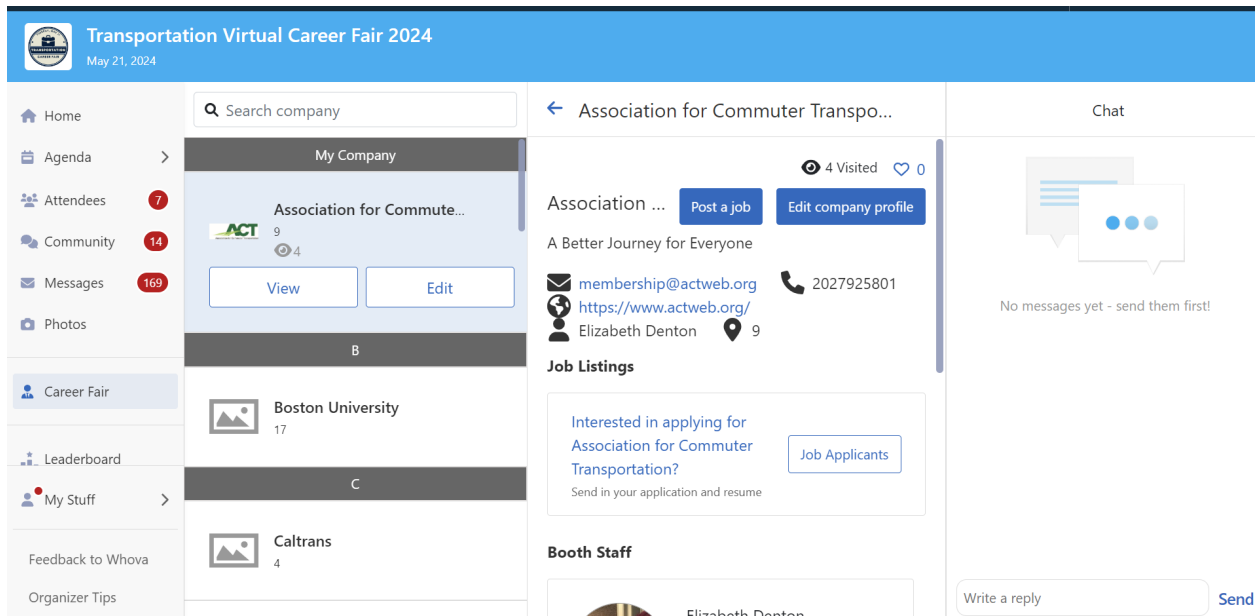
- An email was sent to you with your direct link to access your booth. This was emailed to you already but please ask if you can't find it.
- It's recommended to use the web "app" on the Chrome browser.
- Once you have accessed the platform, you can edit your company details, upload documents, link to a video, and post available jobs.
- If you would like to add more booth staff, please [email me](#) 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

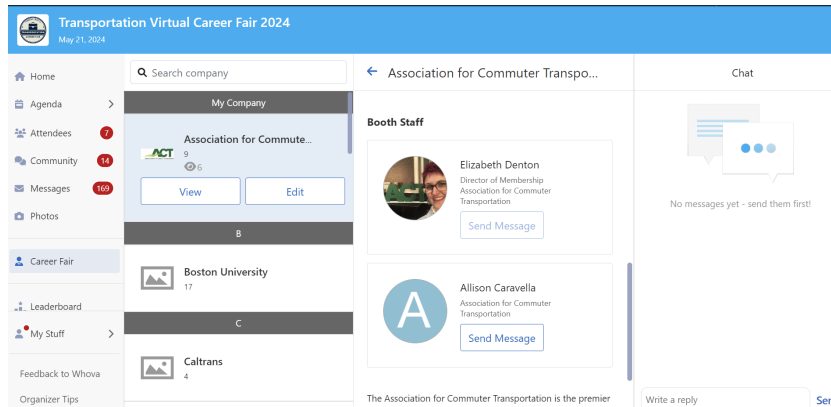


- You can have as many people staffing your booth as you wish. Please [send me](#) their names and emails so I can add them to your booth.

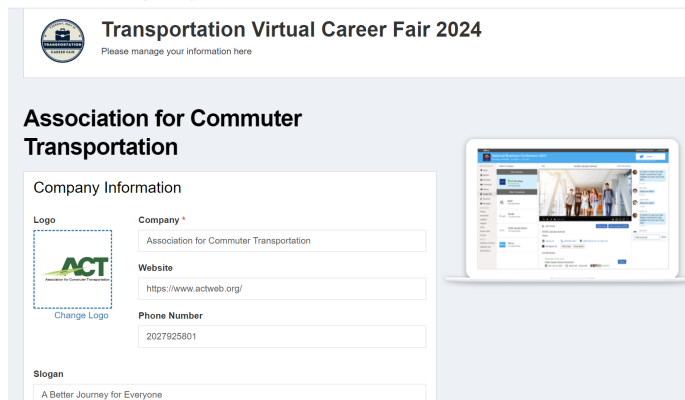
Communicating with Attendees



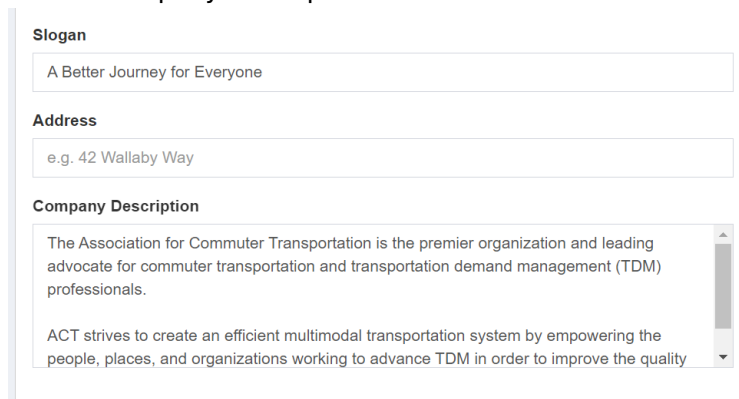
- The chat feature on the right is public. Anything added there will be visible as attendees come and go.
- Attendees can send messages directly to someone at your booth by clicking on the “Send Message” button under the booth staff person’s name.



- 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 →

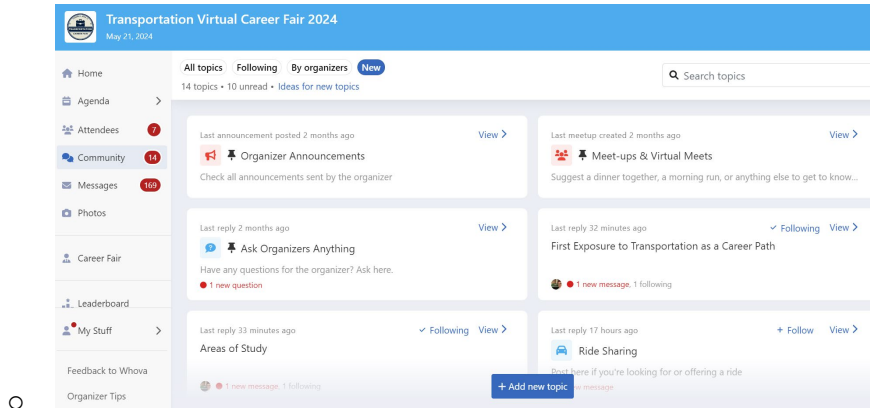


- In the “Company Description” box →



- 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.

- 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.



Event Support

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 edenton@actweb.org if support is needed. We look forward to a successful Transportation Career Fair!