



WiCyS 2022 CONFERENCE VIRTUAL CAREER FAIR

Getting Started

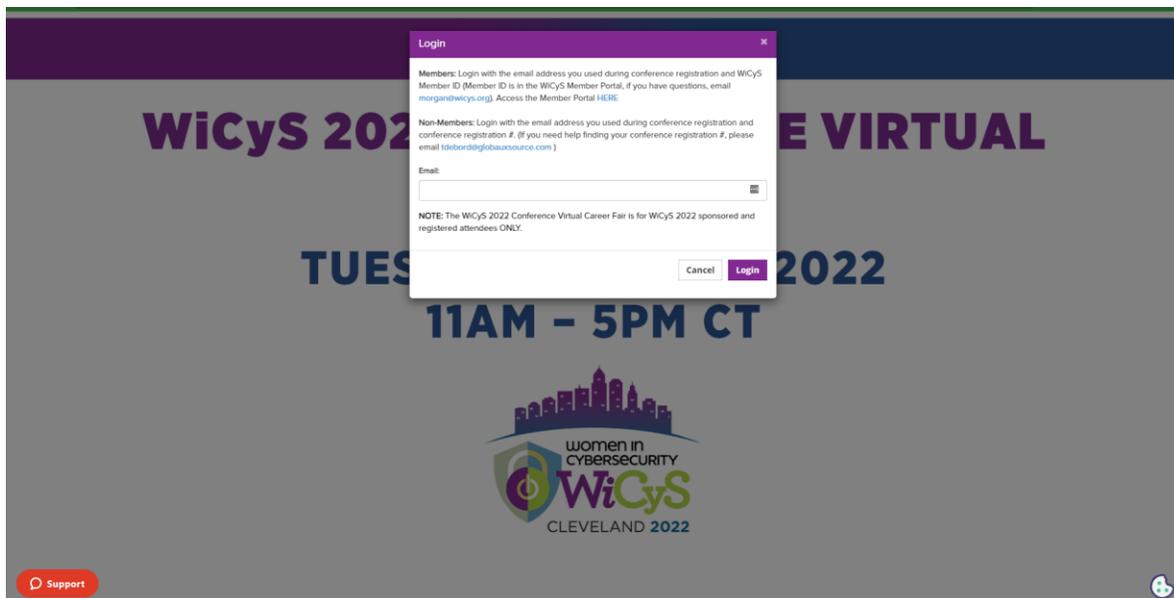
This is your guide to help navigate the **WiCyS 2022 Conference | Virtual Career Fair** virtual platform.

Main Page

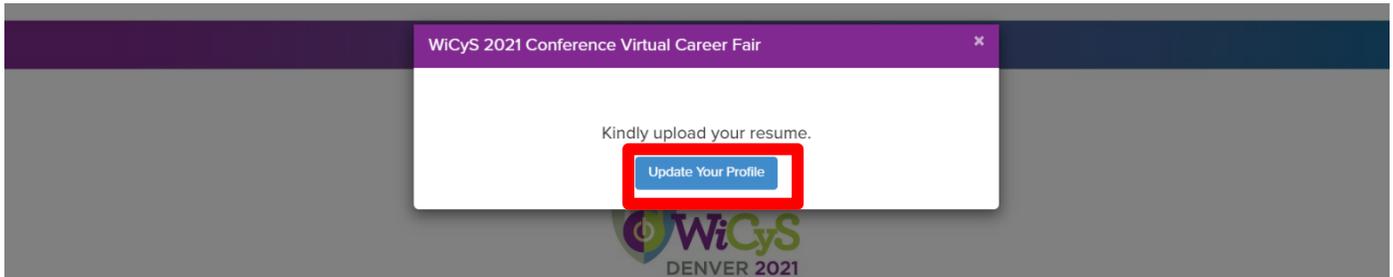
Type in the URL: wicys2022vcf.vfairs.com the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

Log-in

You will be able to log in by entering your Email and WiCyS membership ID/Registration ID. If you need assistance with your login credentials, please contact morgan@wicys.org



If you haven't added your resume, you will be asked to 'Update Profile' upon first login. Add all the required details including Resume to login. **Once you profile has been successfully updated, visit wicys2022vcf.vfairs.com and login to the virtual platform.**



Navigating your way around the virtual fair

Lobby

As soon as you enter the platform, the first thing you see will be the lobby that will allow you to visit various places including the Exhibit Hall, Auditorium and Information Center by using the purple Navigation Bar at the top of your screen.

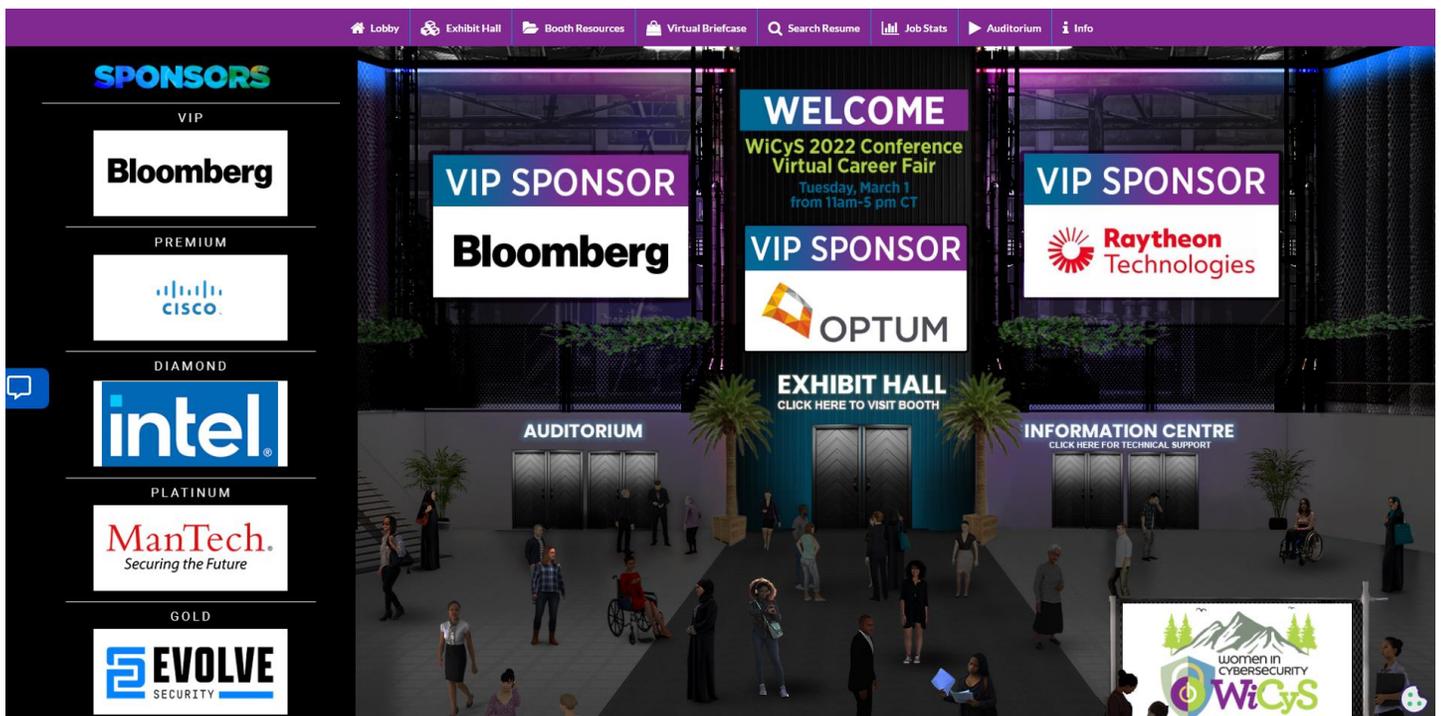
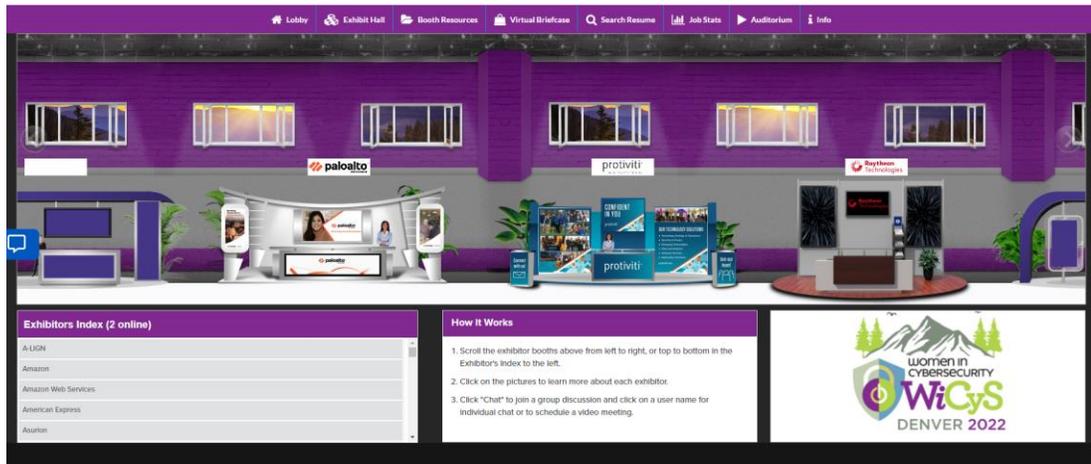


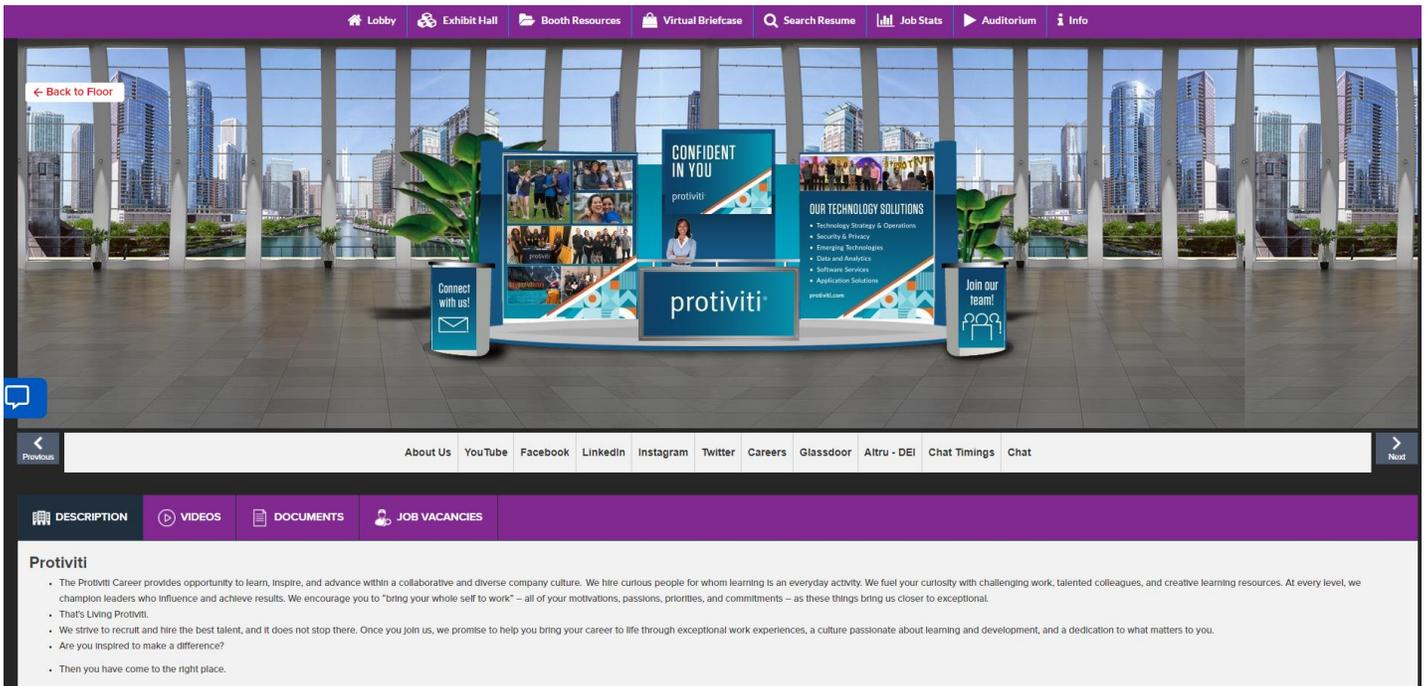
Exhibit Hall

All exhibitor booths can be seen in the Exhibit Hall. You can scroll right or left in order to find your booth. Alternatively, the full list of available booths is included in the “Exhibitors Index” in the Exhibit Hall. You can also navigate to your booth by clicking on its name in the Exhibitor Index.

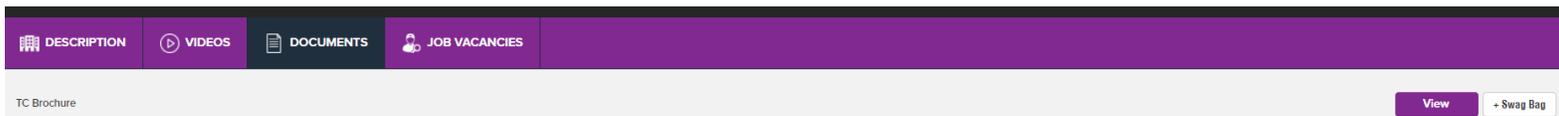


Booth View

Clicking on a booth name will take a user inside that company's booth as seen below.



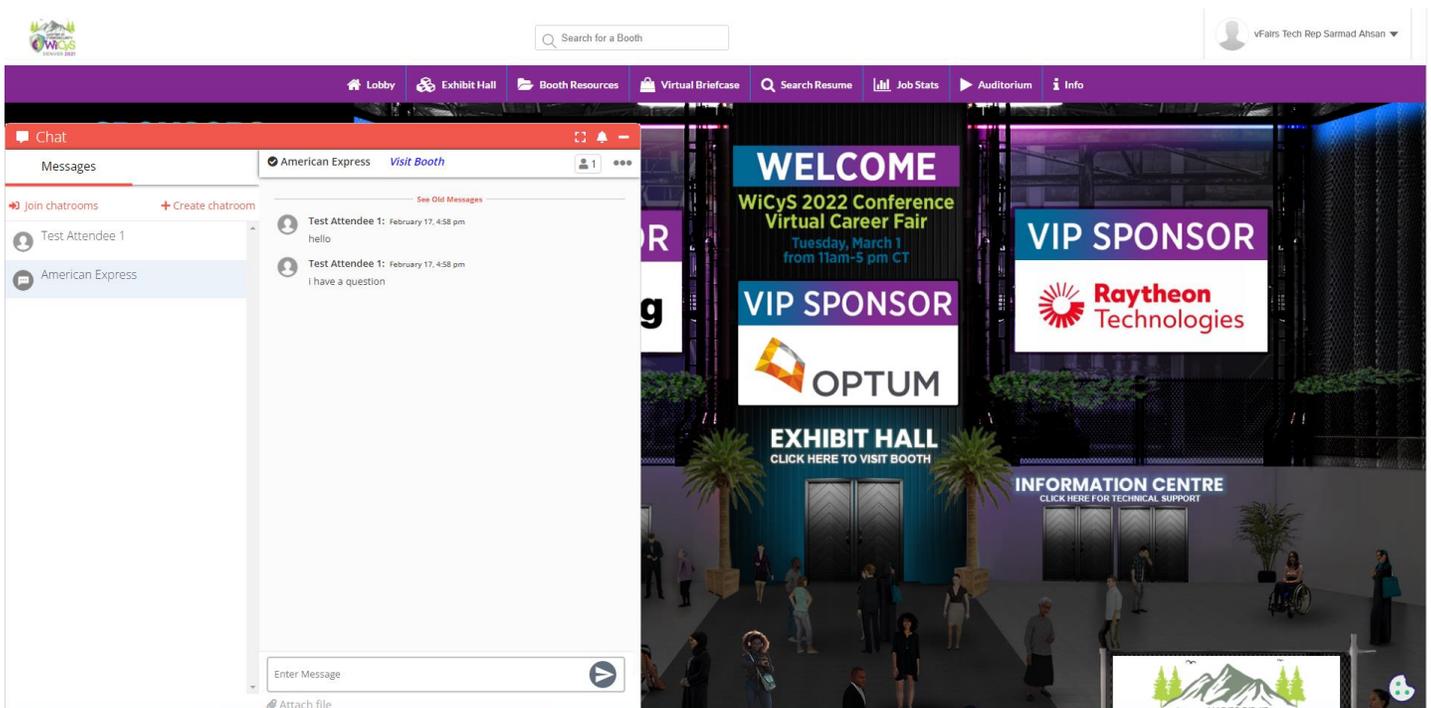
1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
4. **Job Vacancies:** Displays a list of jobs available at this organization. Attendee can apply to jobs in this area.
5. **Chat:** Clicking on the chat button will take you to your 'LIVE Chatroom' in a new window. NOTE: The chat feature will only be available from 11AM to 5 PMCT on March 1 during the event.
6. **Swag Bag:** If an attendee likes a document at your booth, they will be able to add it to their personal Briefcase. They will later be able to email the documents to themselves from the navigation bar.



CHAT INSTRUCTIONS

Public Chat

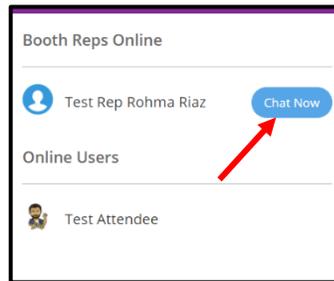
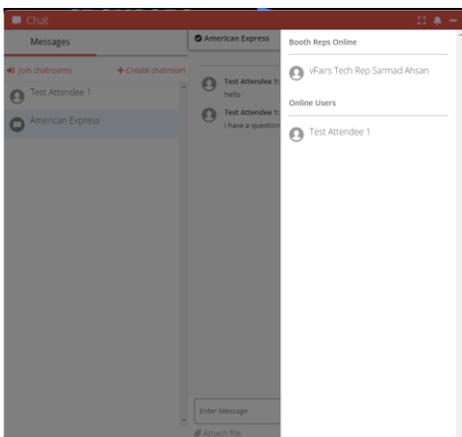
Click on the 'Chat' tab and you'll be taken to the Live Chat room. Booth Reps and attendees can have public as well as private chats.



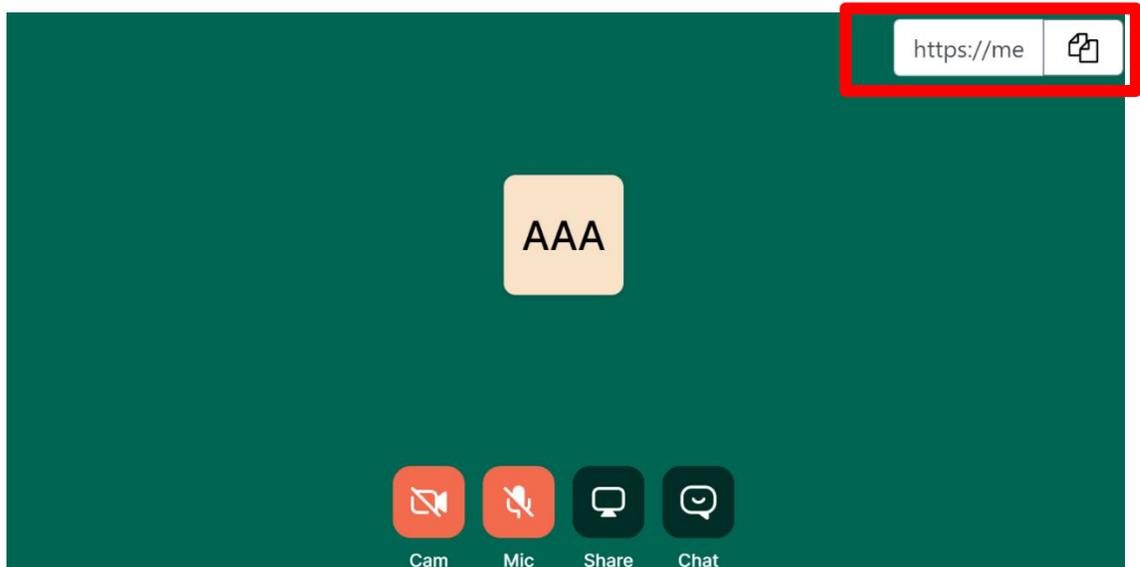
The space above 'enter message' seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees.

Private Chat

A booth representative can initiate a chat with an attendee. Likewise, an attendee will be able to initiate a private chat with a booth rep or a fellow attendee. To initiate a private chat, click on the 3 dots in front of the chatroom name and then click on chat users. You will now be able to see the attendees and booth reps who are online. To initiate a private chat, simply hover over the attendee's name and click on the **Chat Now** button. If a Booth Rep initiates or receives a private message, it will show up in the **Messages** tab of the chat window. You can start an Audio or Video Call with attendee as well.



Audio/Video Call will open up in a new tab. You will see all the controls at the bottom. A total of 100 people can be in one call at a time with the first 12 having the ability to turn their video on. If you want somebody to join a call you are already in, just share the link in the top right corner with them.



Update Profile Picture:

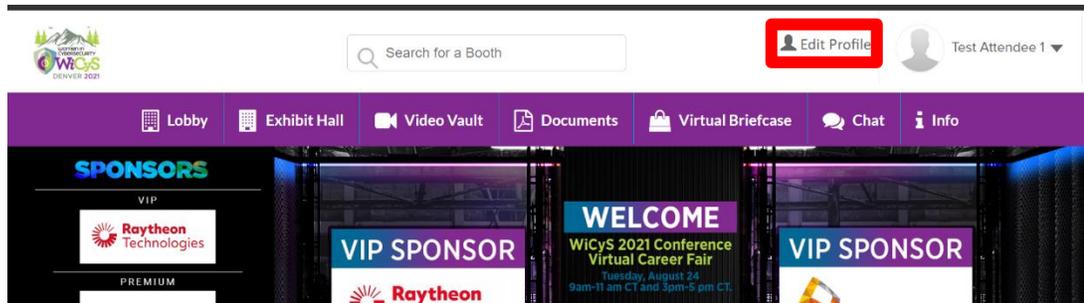
You also have the option to add a profile picture so that would be visible on the top white bar.



Once you click on your name on the top right corner of the screen, the drop down will allow you to add a profile picture.

Edit Profile

If you would like to update your Resume or Profile Information, kindly click on 'Edit Profile' and make the updates.



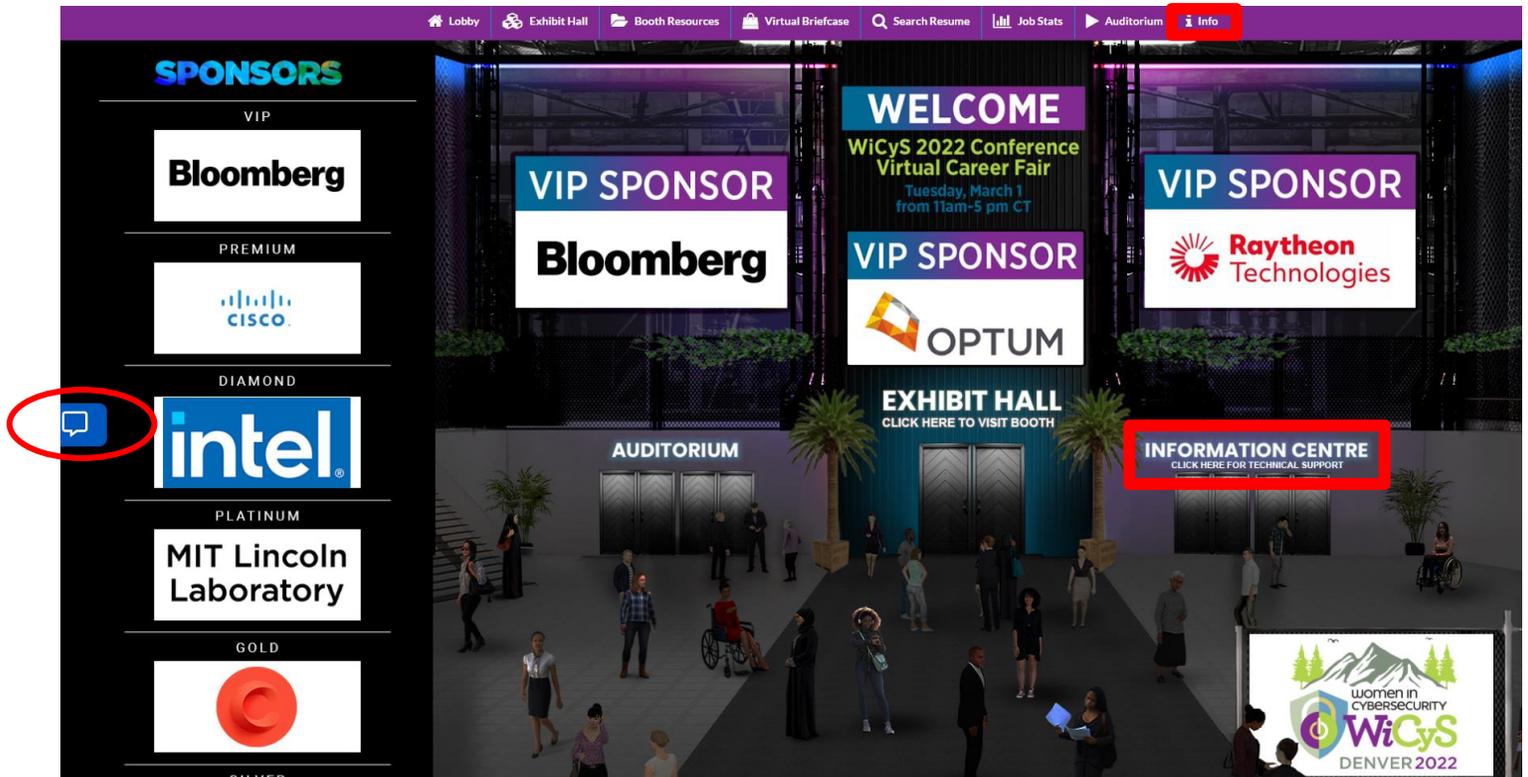
Update Profile

First name	<input type="text" value="Test"/>
Last name	<input type="text" value="Attendee 1"/>
Email	<input type="text" value="test@vifairs.com"/>
Resume	<input type="button" value="Choose File"/> No file chosen <small>Click here to view Current Resume Maximum 5MB file size. File extensions include PDF, DOC, DOCX, RTT, and TXT.</small>
What is your experience level in cybersecurity?	<input type="text" value="0-2 years"/>
Mobile Phone	<input type="text" value="123456"/>
Type of Candidate	<input type="text" value="Student"/>
Citizenship	<input type="text" value="U.S. Citizen"/>
Has Security Clearance?	<input type="text" value="Yes"/>
Willing to relocate?	<input type="text" value="Yes"/>
Are you actively seeking employment?	<input type="text"/>
Level of Student	<input type="text" value="Bootcamp"/>
Category	<input type="text"/>
City (Home Address)	<input type="text" value="xyz"/>
Full State Name (Home Address)	<input type="text" value="abc"/>
Zip/Postal Code (Home Address)	<input type="text" value="12344"/>
Country (Home Address)	<input type="text" value="Pakistan"/>

Technical Support

In case of any technical queries, send an email at wicys2022@getvfairs.io

The vFairs team will be available to assist you with any issue in the Information Center Chatroom as well which you can join from the Lobby.



That is all from our side. We hope you have a great & productive event!