

WiCyS Professional Affiliate Cybersecurity Career Village Playbook

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WiCyS Professional Affiliate Career Village

WiCyS Global Career Village

The WiCyS Global Career Village is an offering delivered at the annual Women in CyberSecurity (WiCyS) Global conference. Since its inception, the Career Village has grown and evolved offering participants mentoring and support that has led to numerous job possibilities and network connections that live beyond the Village. The Career Village has been delivered by Andrea Frost and a team of giving WiCyS members and we thank Andrea for sharing her insights, templates and vision in support of creating local Affiliate Career Villages.

WiCyS Affiliate Career Village

An Affiliate Career Village offers local Affiliates the opportunity to leverage a WiCyS Global conference creation and deliver it across local WiCyS communities to connect members, enthusiasts and allies in sharing their expertise, deliver short term mentoring and overall, create a low expectation and low stress community-based interaction in which everyone benefits.

The Affiliate Career Village (ACV) will encourage participants to build and expand their local community connections in short, 1:1 interactions in a community-based setting through purposeful interaction. The ACV provides the opportunity for volunteers and participants to meet new people and for some, to share their expertise and promote allyship. This is also an opportunity to connect Affiliates with local student chapters and support building their connections to the broader cybersecurity community.

The ACV also offers Affiliates the opportunity to connect with cybersecurity conference attendees in a meaningful interactive way and build local membership while share the culture and approach of the WiCyS community. The ACV can be hosted at conferences or as a standalone offering either in person or virtually. At its core, the ACV offers Affiliates meaningful ways to engage and interact with the local cybersecurity community through creating and building meaningful community connections.

Overall, the Affiliate Career Village provides a way to act and deliver Global WiCyS goals to recruit, advance and retain women in the field of cybersecurity.

The WiCyS Affiliate Career Village Playbook

This ACV playbook provides a base framework for delivering a local ACV however we acknowledge that there is not one way to deliver a Career Village. Affiliates should feel free to leverage the material contained within to deliver a Career Village aligned with the local culture and needs of your community. Make it yours!

WiCyS Affiliate Career Village Event

Overview

This playbook offers an outline with details and sample materials to support the delivery of the WiCyS Affiliate Career Village (ACV) virtually or in person. The in person ACV can be delivered as a collaborative effort at local industry conferences or as a standalone WiCyS Affiliate event.

Whether in person or virtual, we recommend the format include affiliation with career panel – either at a conference or created by the local affiliate to get participants focused on thinking about their careers before entering the Village for individual career-related sessions. The career panel is followed by individual 1:1 mentoring breakout sessions. If associating it with a hiring fair, propose that the panel and ACV precede the hiring fair.

ACV Proposed Format

- 1) Career focused panel. Leverage panel to engage attendees and focus them on career administration/management needs. If delivering the ACV at a conference, consider leveraging career panel session tracks.
Topic ideas: resumes, interview tips, career direction, brand.
- 2) Individual Mentor-Mentee sessions: 15-20 minute 1:1 breakout sessions

WiCyS Affiliate Career Village Length

ACV Type	Run Time
Virtual ACV	~2-3 hours
In person Independent ACV	~3 hours
Conference ACV*	~4 hours

*The Conference ACV can run for the length of the conference as long as you have volunteers, a space and participants. [WiCyS Ontario ran the pilot for 2 days and ~6 hours per day. We found that participants did not come during lunch and keynote sessions and suggest building the schedule around those times.] Set the time depending on the length of the conference, the bandwidth the Affiliate event team, conference management and number of volunteers.

Villagers

The stars of the ACV are the Volunteers and Participants.

Volunteers

Standalone ACV: Leverage your Affiliate membership, local cybersecurity community via social media and through your networks. Reach out to your local Student Chapters and to any sponsors and invite them to volunteer.

Note: Ideas to promote: See Marketing section for ideas to invite and engage Volunteers (paying it forward; expanding their networks).

Proposed Volunteer Profile

- ∞ Mid-Sr. cybersecurity practitioners
- ∞ talent acquisition
- ∞ hiring managers
- ∞ recruiters in cybersecurity field

*Consider requiring that Volunteers have previous experience hiring in cybersecurity

Participants

Participants can be anyone looking for insight and advice in the field of cybersecurity. When offering the ACV as a standalone event (both virtual and in person), encourage your local WiCyS student chapters, students at local cybersecurity programs, etc. to attend.

Participant profile

- ∞ Cybersecurity practitioners
- ∞ Students in cybersecurity
- ∞ Career transformers

Affiliate Career Village Initial Activities

- ∞ Engage sponsor/partner or collaborators – to be part of your ACV Event committee; provide a space; marketing support. There are many possibilities.
- ∞ Determine location and length of event
- ∞ Identify number of ACV breakout sessions
- ∞ Decide if participants can sign up for 1 or multiple sessions
- ∞ Determine if ACV is open to all or only local cybersecurity practitioners (if online, you can open it outside of local community. Be prepared to share that volunteers cannot speak to immigration or culturally specific concerns/norms.)
- ∞ Affiliates that are global (eg. cloud, LGBTQ+, Trusted AI, etc.) can consider creating and preparing international volunteer tips in support of your participants
- ∞ Prepare polls, survey, etc for participants waiting to be matched with a volunteer
- ∞ While breakouts are happening, play a WiCyS Affiliate Slide Deck – events, benefits of membership, etc. or conduct a Q&A

Virtual Affiliate Career Village

The Virtual ACV includes the following elements:

- ∞ Panel Preparation
- ∞ Building the WiCyS Affiliate Career Village
- ∞ Marketing
- ∞ Delivering the ACV
- ∞ Event Management and Support

Panel Preparation

The following list provides a guide of activities to build your ACV panel:

- ∞ Topic Selection – i.e. Career Building/Advancement focused
- ∞ Identify and invite host and panelists
 - a. request Name, Title, Bio and picture for marketing materials
- ∞ Set and send email invitation(s) – date and time, topic, format, initial meeting, script build, rehearsal, speaker event zoom link
- ∞ Build script and share with panelists
- ∞ Finalize script
- ∞ Rehearsal

Building the WiCyS Affiliate Career Village

Affiliate Career Village Preparation

Activity	Details
Define Zoom session	<ul style="list-style-type: none"> ∞ Select date and input meeting title ∞ Require participant registration ∞ Settings: mute participants upon entry ∞ Enable screen sharing once breakout sessions begin ∞ Ensure the zoom has multiple hosts to support session management and communicate to events team
Volunteer & Participant Sign Up	<ul style="list-style-type: none"> ∞ Create 2 Signup forms with associated spreadsheets - name, email, current role/organization (see SignUp Genius and form examples in Appendix A) ∞ Ensure Volunteers can sign up for each breakout session individually and encourage them to sign up for multiple sessions.

Activity	Details
	<ul style="list-style-type: none"> ∞ Include privacy statement and matching qualification *matching will depend on the number of volunteers available. WiCyS XXX Affiliate will make every effort to match you with a volunteer. ∞ ***Don't forget to include an option to have volunteers sign up to join your Affiliate!
Marketing (more details in section below)	<ul style="list-style-type: none"> ∞ Create posters and post on all Affiliate social media channels every 2-3 days from launch date
Launch Volunteer sign up	<ul style="list-style-type: none"> ∞ Launch date: 2.5 weeks before event ∞ Sign up available for 2 weeks ∞ Coordinate with marketing efforts
Close Volunteer sign up	<ul style="list-style-type: none"> ∞ 2 days before to event close the signup
Create Volunteer List	<ul style="list-style-type: none"> ∞ Download the list of Volunteers, times and services they signed up for eg: resume review, career conversations
Pre-event Volunteer communication	<ul style="list-style-type: none"> ∞ 1 -2 days day before event ∞ Prepare and send email to Volunteers ∞ Include: ∞ Event platform link (eg. zoom) to register/attend ∞ Volunteer directions, tips and etiquette ∞ Reminder of date and time
Distribute Agenda and Volunteer Lists to Affiliate Events Team	<ul style="list-style-type: none"> ∞ Share Volunteer lists with Events Team

Marketing

Posters

Event Poster: include event details; date and time of event, link to event registration (see Sample in Appendix)

Volunteer Poster: include Volunteering details (see samples in [Appendix](#)) and link for Volunteers to signup

Target Audience* – Volunteers and Participants

Volunteer Pool

Consider outreach to the following:

- ∞ Affiliate Member Community
- ∞ Local cybersecurity community
- ∞ Include local WiCyS Global partners
- ∞ Conduct outreach through local sponsors/partners/other local cybersecurity groups
- ∞ Post on social media channels

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Sample Volunteer Marketing Messages

- ∞ Giving back/paying it forward
- ∞ Building connections across the cybersecurity community
- ∞ Sharing your expertise
- ∞ Donate 15 (or 20) minutes of time to - resume review, cyber career discussion, interview prep, LinkedIn Profile review

Participant Pool

Consider outreach to the following groups:

- ∞ Affiliate members
- ∞ Local WiCyS student chapters
- ∞ Affiliate Social Media followers
- ∞ Local cybersecurity program participants
- ∞ General cybersecurity community

Sample Participant Messaging

- ∞ Build your village
- ∞ Level up your resume
- ∞ Practice your interview skills
- ∞ Improve your brand and have your LinkedIn Profile reviewed
- ∞ Discuss cybersecurity career options
- ∞ Extend your community as you receive community based career advice

Delivering the ACV

Sample Event Agenda

TIME(EST)	Topic/Task	Speaker	Tools
5:45 pm	<ul style="list-style-type: none"> ∞ Affiliate Leaders, hosts, panelists join ∞ Let in participants 5 min before panel 		Zoom
6:00 pm	Event begins		
6:00 pm – 6:10 pm	<ul style="list-style-type: none"> ∞ Introduce WiCyS Affiliate /WiCyS Career Village ∞ Introduce Panel: Host and Panelists 	Affiliate President	Presentation Deck
6:10 pm – 6:40 pm	<ul style="list-style-type: none"> ∞ Panel: Topic eg. Interview Dos and Don'ts <ul style="list-style-type: none"> ∞ what certifications should I go for ∞ how do I get a job in cyber 	Host & Panelists	

Post ACV Activities

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In-Person Affiliate Career Village

Delivering the ACV in person career village is similar to the virtual offering above with a few differences. This section will highlight those differences and identify them as specific to a standalone event or affiliated with a conference.

The main difference between a standalone ACV and a conference-based ACV is the pool of Volunteers and participants who will be your Village. In the case of a standalone ACV, your Village will be built from the general community. For a conference-affiliated ACV, the Village will get built by conference attendees. When associating your ACV with a conference consider articulating areas of collaboration to be negotiated with conference management (See sample [Collaboration Agreement](#)). The timing is also more flexible at a conference and can range from a single afternoon or day to the full length of the conference.

Villagers

ACV is all about building out your local Village to create connections and expand everyone's professional Village. There are two groups of Villagers in the Affiliate Career Village: Volunteers and Participants.

Volunteers

Conference-based Volunteers

At a conference your Volunteers are among the attendees. As part of the collaboration discussions and agreement, ensure Conference management agrees to own and manage outreach marketing efforts to their attendees as early as possible to promote the ACV. See Appendix for a sample agreement. Note that volunteers can also be participants. Discuss with Conference management the number of WiCyS Affiliate staff that can attend in support of the ACV.

Standalone ACV Volunteers

The Volunteer population for a standalone in person ACV event is the same as it is for virtual however they will be delivering the session in person. Ensure Marketing content reflects attendance is expected in person.

Volunteer Profile

- ∞ Mid-Sr. cybersecurity practitioners
- ∞ talent acquisition
- ∞ hiring managers
- ∞ recruiters in cybersecurity field

* Consider requiring that Volunteers have previous experience hiring in cybersecurity

Participants

Participants can be anyone looking for insight and advice in the field of cybersecurity. At a conference, you can build the Village from attendees and work with conference staff to incorporate ACV marketing efforts in their communications.

Participant profile:

- ∞ Cybersecurity practitioners
- ∞ Students in cybersecurity
- ∞ Career transformers

Building the In Person WiCyS Affiliate Career Village

Affiliate Career Village Preparation

Independent & Conference ACV

Activity	Details
Identify Location & Date	<u>Independent ACV</u> <ul style="list-style-type: none"> ∞ Leverage local Collaborators, Partners and Sponsors to provide a space ∞ Alternatively, look for a local location where you can hold a panel and then separate people into small private groups. i.e. a library or school (consider permits too if bringing in food) or a local pub. Midweek afterwork is generally better for in person though this may differ based on location. <u>Conference ACV</u> <ul style="list-style-type: none"> ∞ As determined by conference
	<u>Independent & Conference ACV</u> <ul style="list-style-type: none"> ∞ host and panelist set up (chairs/table) ∞ presentation materials (eg. projector, screen, deck/slides, power) ∞ Participant Sign Up table and chairs for Affiliate Event staff ∞ Set up for multiple 1:1 breakout conversations (small tables with 2 chairs) ∞ consider a printer and paper if associating with a hiring fair <p>*Conference considerations: Location and space matters. Consider requesting multiple rooms for different services to support participants ability to have private conversations.</p>
Identify & source room set up needs	

Activity	Details
	Consider close to networking space but not in the networking room yet not isolated and away from the rest of the conference.
Volunteer & Participant Sign Up	<p><u>Independent & Conference ACV</u></p> <ul style="list-style-type: none"> ∞ Build Volunteer Signup and Participant Sign up forms (see SignUp Genius sample and participant form example) ∞ Ensure Volunteers can sign up for each breakout session individually and encourage them to sign up for multiple sessions. ∞ Include privacy statement and matching qualification *matching will depend on volunteer availability. WiCyS XXX Affiliate will make every effort to match you with a volunteer.
Marketing	<p><u>Independent ACV</u></p> <ul style="list-style-type: none"> ∞ Create posters and post on all Affiliate social media channels every 2-3 days from launch date. ∞ Include posters and information on Affiliate Website. <p><u>Conference ACV</u></p> <ul style="list-style-type: none"> ∞ Conference will be the primary marketer and can create marketing with Affiliate approval and input. ∞ Post the Conference created posters on Affiliate website and communicate across all Affiliate social media channels.
Launch Volunteer sign up	<p><u>Independent ACV</u></p> <ul style="list-style-type: none"> ∞ Launch signup and communicate via all Affiliate social media channels; Affiliate website; post on WiCyS Global events, leverage committee for communications and all affiliate leadership to communicate ACV information as well. <p><u>Conference ACV</u></p> <ul style="list-style-type: none"> ∞ Leverage the digital assets of the Conference and ensure they reach out to their attendees at every opportunity to communicate the Volunteer Opportunity.

Activity	Details
	<ul style="list-style-type: none"> ∞ Launch date: 2.5 weeks before independent event or as early as possible for conferences
Close Volunteer sign up	<u>Independent & Conference ACV</u> <ul style="list-style-type: none"> ∞ 2 days before event
Create Volunteer List	<u>Independent & Conference ACV</u> <ul style="list-style-type: none"> ∞ Print out list of Volunteers, times and services they signed up for eg: resume review, career conversation for use at event check in (or create a separate Volunteer check in sheet) ∞ If you used Sign Up Genius, you may not have access to Volunteer emails and may want to create a Volunteer check in sheet where they input their name and email as their sign in.
Communicate with Volunteers	<u>Independent & Conference ACV</u> <u>1 day before event</u> <ul style="list-style-type: none"> ∞ Prepare and send email to Volunteers ∞ Include: <ul style="list-style-type: none"> ○ Event platform link (eg. zoom) to register/attend ○ Volunteer directions, tips and etiquette ○ Reminder of date and time
Distribute Agenda and Volunteer Lists to Affiliate Events Team	<u>Independent & Conference ACV</u> <ul style="list-style-type: none"> ∞ Share Volunteer lists with Events Team
Participant Sheets	<u>Independent & Conference ACV</u> <ul style="list-style-type: none"> ∞ Print out 2 or 3 Participant sign up sheets

Delivering the ACV

All in person events require room setup to support the panel and breakout sessions.

Preparing the ACV

- ∞ Position a Welcome Table where Event staff can welcome Volunteers and Participants. As they arrive either invite them to sign up as a participant on the participant sheet or sign in on a Volunteer Sheet.
- ∞ Set up session tables with 2 chairs around the space and include copies of tips for Volunteers on the tables. Consider identifying tables for specific session service types to support easy participant matching.

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- ∞ Keep a number of seats available near the panel for participants and volunteers who are waiting for availability.

Sample Independent Event Agenda

TIME(EST)	Topic/Task	Speaker	Tools
5:45 pm	<u>Independent ACV</u> <ul style="list-style-type: none"> ∞ Affiliate Leaders, hosts, panelists, participants arrive ∞ WiCyS Event Team welcomes everyone and brings host and panelists to location of panel ∞ Encourage Volunteers to check in immediately 		
6:00 pm	<ul style="list-style-type: none"> ∞ Event begins 		
6:00 pm – 6:10 pm	<ul style="list-style-type: none"> ∞ Introduce WiCyS Affiliate /WiCyS Career Village ∞ Introduce Panel: Host and Panelists 	Affiliate President	Presentation Deck
6:10 pm – 6:40 pm	<ul style="list-style-type: none"> ∞ Panel: Topic eg. Interview Dos and Don'ts <ul style="list-style-type: none"> ∞ what certifications should I go for ∞ how do I get a job in cyber 	Host & Panelists	
6:40 pm – 6:45 pm	<ul style="list-style-type: none"> ∞ Career Village Introduction/Etiquette ∞ Mention follow up survey ∞ Thank everyone and invite them to check in at the Village Welcome table 	Affiliate Events Lead	Tips and Guides
6:45 pm – 8:00 pm	<u>Conference ACV</u> Ongoing Volunteer and participant matching based on service with Volunteers revolving based on their sign up length Session Management: <ul style="list-style-type: none"> ∞ As Volunteers arrive, send them to individual tables ∞ As participants sign up, send them to volunteers based on service requested ∞ Build wait list of participants and associated service request type (use participant sign up sheet for this) *consider identifying a runner to let participants know when there's a free Volunteer. ∞ End sessions every 15-20 minutes ∞ Repeat process until end of waitlist or end of event ∞ Troubleshoot issues as they arise & maintain log of lessons learned 	Affiliate Events Team	List of Volunteers & Services Participant Sign up sheet

TIME(EST)	Topic/Task	Speaker	Tools
8:00 pm	Event ends: Thank everyone and remind them you will be sending out a survey and share any upcoming Affiliate events.	Event Leader	

Sample Conference Event Agenda

TIME(EST)	Topic/Task	Speaker	Tools
Conference Time	<ul style="list-style-type: none"> ∞ WiCyS Event Team arrives and sets up Welcome Table and session tables ∞ Volunteers check in and assigned to session tables 		
ACV Opening (eg 10:00 am) to end time	<ul style="list-style-type: none"> ∞ Welcome Table opens to participant sign up and matching begins ∞ As Volunteers arrive, send them to individual tables ∞ As participants sign up, send them to volunteers based on service requested ∞ Build wait list of participants and associated service request type (use participant sign up sheet for this) *consider identifying a runner to let participants know when there's a free Volunteer. ∞ End sessions as needed or every 15-20 minutes depending on the length of the waitlist ∞ Troubleshoot issues as they arise & maintain log of lessons learned 		
During ACV	<p>Ongoing Volunteer and participant matching based on service with Volunteers revolving based on their sign up length</p> <ul style="list-style-type: none"> ∞ Repeat process until end of waitlist or end of event <p>*Troubleshoot issues as they arise & maintain log of lessons learned</p>	Affiliate President	Presentation Deck

Post ACV Activities

Independent and Conference Activities

Activity	Details
Feedback survey	Prepare feedback survey (survey monkey) and include in thank you email to all volunteers and participants
Thank partners, event volunteers and supporters	Send within 1 week/3 days of the event
Add new members to your affiliate membership roster	Send welcome letter Add to Slack channel

WiCyS Ontario Professional Affiliate Career Village Sample Marketing Content

Calling all thriving and aspiring women, allies and advocates in Canadian cybersecurity!

WiCyS Ontario Affiliate is building our Career Village on Tuesday, March 8th, 2022.

Women in CyberSecurity (WiCyS) Ontario Affiliate is excited to invite you to our WiCyS Ontario Affiliate Career Village where, after an interview focussed panel discussion, we'll connect talented professionals and cybersecurity enthusiasts for 15 minutes to share cybersecurity advice. At the end of this email is the opportunity to sign up to volunteer and support your local WiCyS XXXX Affiliate community career village participants in growing their career and professional network. From resume reviews to interview advice, or a cybersecurity career chat, our goal is to create a space for you to connect, expand and grow your local cybersecurity connections and capabilities.

Join us for a lively panel discussion with Panelist A and Panelist B as they discuss Cybersecurity Interview Dos and Don'ts, then sign up to stick around for the opportunity for YOU to receive, or provide, 1:1 cybersecurity career advice!

Thank you for supporting WiCyS XXX Affiliate! We're looking for:

- Advocates and allies of women in cybersecurity, who want to support women overcoming systemic barriers to employment in the field
- People who have experience in hiring, either within cybersecurity or more broadly, or people who have experience supporting job seekers either in cybersecurity or more broadly
- 15 minutes (or more) of your time to volunteer cybersecurity advice for resume reviews, career conversations, interview preparation which you can choose based on your sign up selection

WiCyS XXXX Career Village – Level up your career

Join us on DATE at TIME pm for a panel on Cybersecurity Interview Dos and Don'ts where we'll hear professional and candidate perspectives followed by an opportunity for you to provide or receive individual 1:1 cybersecurity career advice.

Sign up by DATE to volunteer your time and knowledge at our WiCyS XXXX Affiliate Career Village.

WiCyS XXXX invites you to our Affiliate Career Village where we're pairing seasoned cybersecurity practitioners with local cybersecurity practitioners and enthusiasts to share career advice from resume review*, interview prep, to general cybersecurity role discussions. Sign up by DATE to volunteer your time at our WiCyS XXXX Affiliate Career Village!

*note: attendees are responsible for ensuring an electronic version of their resume is available for review.

Appendix A - SignUp Genius Information Sample -Volunteers

Design Setup: When building your SignUp start with design then head to settings followed by slots before you share. Once you input the slots changes may require building a new signup altogether.

Design	Slots	Settings	Share	View
Title of Sign Up	WiCyS Ontario Career Village - Volunteer Si			
Group	WiCyS Ontario Affiliate +			
Type/Category	Scheduling Technology & Computing			
Theme Design	SignUpGenius Gray			



Settings: Set the information you want and when to send the reminder.

Edit Sign Up — WiCyS Ontario Career Village - Volunteer Sign Up

Design
Slots
Settings
Share
View

Ask Participants For:

<input checked="" type="checkbox"/> Name	Required
<input checked="" type="checkbox"/> Email	Required
<input checked="" type="checkbox"/> Comment 	Optional

+ More

Note: Only name and comment are seen by participants. 

Preferences

General Settings **Notifications** Restrictions Integrations

☒ Notify me by email when people sign up or edit/delete their sign up slot

☒ Send people reminders day(s) in advance



Custom Confirmation Emails & Reminders [Learn More](#)

Date: After selecting Add Date, select Add Time Slots then select the Add XX slots to get back to the main setting tab.

Sample Add Time Slots:

✕

Add Dates/Times

Add From Calendar
Add Recurring Days
Add Time Slots

Days Of The Event

Including These Days

Time Range

Time Slot Increment

Location (Optional)

06/28/2022

to

06/29/2022

Sun
Mon
Tue
Wed
Thu
Fri
Sat

12

00

PM

to

04

30

PM

Every

20

Minutes

📍

📺

Add 26 Time Slots

Slots: Once back here select Add Slots then bulk slots and input the types of career village services you plan on delivering and the number of people you want to sign up during each timeslot. Don't forget to save it.

Create a Sign Up — Sample

Design
Slots
Settings
Publish

Select the format for your sign up

☒ **Sort by Date**

For sign ups having one or more slots per date/time

[See examples](#)

☐ **Sort by Slot**

For sign ups where people scan the slots before the date/time

[See examples](#)

☐ **Slots Only**

For sign ups without a specific date or time involved

[See examples](#)

☐ **Single Date RSVP**

For a one date event where you want to see who can attend

[See examples](#)

+ Add Dates

+ Add Slots

Dates/Times	Available Slot
[Time Slot]	[Time Slot] Sign Up
[Time Slot]	[Time Slot] Sign Up
[Time Slot]	[Time Slot] Sign Up
[Time Slot]	[Time Slot] Sign Up

Save and Continue

[Genius Tips ?](#)

Add Slots

Single Slot **Bulk Slots**

List of Slots

Career Conversation
Resume Review
Interview Prep
LinkedIn Profile Review

Cut/paste the list of sign up
slots you want to add (one
slot per line).

Help Comment

Number Wanted ?

3

on

All dates

Save

Upon completion the sections, your SignUp should look like this:

Create a Sign Up — Sample

Design	Slots	Settings	Publish
Sort by Date	Search	+ Add Dates	+ Add Slots
Dates/Times	Available Slot		
06/28/2022 (Tue. 12:00 pm - 12:20 pm)	Career Conversation (3)		
	Resume Review (3)		
	Interview Prep (3)		
	LinkedIn Profile Review (3)		
06/28/2022 (Tue. 12:20 pm - 12:40 pm)	Career Conversation (3)		
	Resume Review (3)		
	Interview Prep (3)		
	LinkedIn Profile Review (3)		
06/28/2022 (Tue. 12:40 pm - 1:00 pm)	Career Conversation (3)		
	Resume Review (3)		
	Interview Prep (3)		
	LinkedIn Profile Review (3)		

Once you have the SignUp set up to your liking, go to the Publish tab and take a moment to preview as a participant and if you want to have someone else review it, save a draft. Once your form is ready, select Publish and you will receive a link that will allow you to share the Volunteer signup link as part of your marketing for the ACV event.

Sample Participant Sign In Form

	Hi there! What's your name?	Email	Affiliation (Student/Faculty/Govt/ Startup/Corporate/Other)	Which service(s) are you interested in today?		
				Resume Review	Linked In Profile Review	Career Conversation
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Appendix B – Sample Career Village Tips

Career Village Participant Tips

Thank you for participating in our WiCyS Ontario Career Village!

We've prepared some guidelines for our participants so please take a moment to review.

Sessions are 15 minutes so here are some tips to make the most of your session:

- Please be on time
- For resume reviews, ensure you have a copy of your resume to share
- For interview prep ensure you have a copy of the job ad/position being applied for available to support your discussion.
- Be ready to take notes – paper/pen, tablet/computer
- Know your primary goal for the session
 - If you could ask one question what would it be?
 - What would make the most difference at this moment
 - What do you want to walk away with
- Prepare some questions or talking points ahead of time

Reminder: Please do not request employment during this event. This event is not a job fair and our Volunteers are not in a position to offer employment opportunities or share insights on relocation.

We hope your 1:1 session is productive and fruitful and look forward to your feedback after the event.

Career Village Volunteer Tips

Volunteers should	
<ul style="list-style-type: none"> • Listen and create productive dialogue • Offer encouragement and support • Share knowledge and career experiences • Discuss goal setting and aspirations • Advise on professional development tips • Identify and provide resources • Be respectful and collaborative 	<ul style="list-style-type: none"> • Let participants finish their thoughts • Not recruit or evangelize your company or positions • Not self-promote • Not share personal information or ask for participant's personal information
Resume review	
<p>Introduce yourself and provide guideline of what is going to take place. i.e. Thank you for joining the Career Village, I'm (insert name) and I am the (position) so we are going to look at your resume and together come up with some suggestions.</p> <p>What types of roles are you interested in applying for (to help focus the resume discussion)</p> <p>Sample resume information based on professional advice you can share:</p> <ul style="list-style-type: none"> • Initial reviews of resume's take between 6 and 15 seconds. If recruiters can't figure out what role you're looking for or what you're about in that time they move on. • Consider creating some form of elevator pitch - one or two lines re: who you are; your job interests, etc. Include one or two key words from the job description you're applying for. • Write your own story – don't create your story so it sounds like their job description. Make it personal. • Resume's should be a maximum of 1 page for Internships and 2 pages otherwise • Spelling errors get caught and make folks lose interest so do a spell check • Don't put everything in your CV - save something for the interview 	
Interview Prep	

Introduce yourself and ask a bit about them.

Sample questions:

- What do you want to get out of this session?
- Is there a certain area do you need guidance in interviewing?
- What areas do you find challenging?
- What areas where easier for you? Technical or Behavioural
- If you are comfortable, consider role play using some of the following questions:
 - Tell me why you want this role?
 - Tell me about a time where you: - managed conflict; supported your customers; experienced a challenge and what was the outcome?
 - Share how you engage colleagues and stakeholders

Remember: Your goal is to provide constructive feedback and support.

Career Discussion/Cyber Chat

Introduce yourself and ask your participant what they want to get out of this session? Or what the best way that I can benefit you from this session?

Why did you choose a career in Cybersecurity?

Linked In Profile – It's your public web page to the world

Introduce yourself and ask the participant to show you their Linked In Profile

- Make sure last name is there
- Make sure they have a profile picture – if not recommend one. they can create a 30 sec video
- See if settings are public and if job seeking, enable the Open to Work feature for recruiters

Headline – this is a critical piece for job seekers as the search algorithm looks here first

- Should include the role you want, your brand (not student/job seeker)
- Add any services you offer, previous titles and include key words from your experience that support the role you're searching for

About Section – This is your elevator pitch

- This should feature what the person is about
- Include: any newsletters/blogs/social media that is specific to your work area of focus or brand
- Highlight experiences (2-3) and accomplishments,
- Consider adding a line that says "all posts convey views that are your own"

Appendix C – Sample Collaboration Agreement

Title Page: WiCyS Ontario Affiliate in collaboration with XXXX Conference

DATE

Version:

Event Outline

Overview

WiCyS XXX Affiliate (WA) is delivering our WA Career Village during the XXXX Conference on DATES

The WA Career Village for XXXX will include the following:

- ∞ Resume reviews
- ∞ Linked In profile reviews
- ∞ Career Conversations

WiCyS XXX Affiliate will host a booth at the XXXX conference and provide a speaker to present on a panel subject to topic and timeslot

Date & Time

The WA Career Village will run between 10:00 am and 3:00 pm on DATES

WiCyS XXX Affiliate Booth

XXXX will provide a booth to WiCyS XXXX Affiliate in the main networking area.

Booth location is: _____

WiCyS XXX Affiliate Presenter

TBD – XXXX to provide topics and timeslot

WOA Career Village

WOA Career Village delivered on main floor:

Career Village: Identified space on the main floor – 2nd lobby – other side of VIP Lounge

XXXX will provide:

- ∞ Booth ____: 1 rectangular table for sign up in booth ____ in the main networking area with 3 chairs
- ∞ 1 rectangular welcome table with 2 chairs and 4 small round tables for Career Village and min 2 chairs per table set in two groupings of 2 chairs opposite one another
- ∞ Supporting physical signage directing event participants to the location of the Career Village

XXXX Communications:

- ∞ Program description including a map to the Career Village location on the XXXX conference website, physical program and app
- ∞ Sharing of all Career Village related material (i.e. program related content, app information, advisory communications, etc.)
- ∞ Advance WOA Career Village advertising including promotion and request advisory, panel members and interested attendees take the opportunity to become Career Village Ambassadors at the WOA Career Village including sharing the WOA Career Village program description and signup link with XXXX attendees
- ∞ Promotion and advertising of the WOA Career Village to all attendees in XXXX marketing before and during XXXX
- ∞ Complimentary power
- ∞ Career Village location sign

WiCyS XXXX Affiliate will provide:

- ∞ Management of WOA Career Village candidates and volunteers
- ∞ Sign up management and materials
- ∞ Printer (if necessary)

WiCyS XXXX Affiliate Communications:

- ∞ Program information for the conference app and site
- ∞ Link for Career Village Ambassador signup for redistribution by XXXX
- ∞ Approval of all WOA Career Village related assets
- ∞ Promotion of XXXX on social media and private channels including with WiCyS Global members

Conference Management Signature:

WiCyS Affiliate Signature:

Date:

Appendix D Sample Posters

Panel/Event Posters



WiCyS Ontario Affiliate Career Village
Career Panel followed by 1:1 Coaching


 Keerthana Madhavan
Cybersecurity Intern, Bank of Canada


 Heather Ricciuto
WiCyS Ontario Affiliate Vice President


 Dominic Vogel
Founder & Chief Strategist, CyberSC

Join us on **Tuesday March 8th, 2022 at 6:00 pm** for a panel discussion on Cybersecurity Interviews where we'll hear professional and candidate perspectives followed by an opportunity for YOU to provide or receive individual 1:1 coaching or advice

Powered by  Sign up by March 3rd, 2022  In collaboration with 



Calling all thriving and aspiring women, allies and advocates in Canadian cybersecurity!


invites you to participate in our

Cybersecurity Career Village
on March 8th, 2022 at 6:00 pm - 8:00 pm

Career Panel from 6:00 - 6:40 pm

Discussion "Cybersecurity Interviews"

- Heather Ricciuto
WiCyS Ontario Affiliate VP
- Keerthana Madhavan
Cybersecurity Intern, Bank of Canada
- Dominic Vogel
Founder & Chief Strategist, CyberSC

Coaching Sessions from 6:45 - 8:00 pm

Where we provide YOU the opportunity to provide or receive:

- 1:1 cybersecurity career coaching
- 15 minute private breakout sessions

Powered By:  Sign up here by March 3rd, 2022  With support from: 

Sample Participant/Volunteer Posters



invites you to participate in our
Cybersecurity Career Village
 March 8, 2022 6:00 - 8:00 pm

where we'll pair volunteer community coaches with local
 cybersecurity practitioners and enthusiasts to share career
 advice such as resume review*, interview preparation, or
 general cybersecurity role and career discussions.

Sign up by March 3rd, 2022 and share 15 minutes of your time
 to provide or receive 1:1 career advice at our
 WiCyS Ontario Affiliate Career Village!

Our collaborators:
 x 

*note: attendees are responsible for
 ensuring an electronic version of
 their resume is available for review

WiCyS Ontario Career Village
 is powered by:


Interested in coaching and sharing your cybercareer expertise?

What does a Career Village Coach do?

- Volunteer 15 minutes (or more) of your time and provide 1:1 coaching based on your sign up selection including: resume review, interview preparation support, cyber security career advice or a general cyberchat

Can I Coach? Coach talents include:

- Advocates and allies of women in cybersecurity, who want to support women overcoming systemic barriers to employment in the cybersecurity field
- People with experience in hiring within or for cybersecurity roles and people who have experience supporting job seekers in the cybersecurity field

Thank you for supporting our
 Women in CyberSecurity Ontario Affiliate members!

Interested in receiving cybercareer coaching?

Sign up for our Career Village to receive local, cybersecurity community career coaching in the following areas:

- Resume review
- Cyber career discussion
- Interview preparation
- Cyber chat

How should you prepare?

- Come with questions based on the coaching area you signed up for
- For resume review, come prepared to share your resume live during the coaching session

Sample Conference Posters (using conference digital assets)

