

WICYS FALL VIRTUAL CAREER FAIR

WEDNESDAY, SEPTEMBER 24, 2025

6 AM - 8 AM CT
11 AM - 4 PM CT

Getting Started

This is your guide to help navigate the **Women CyberSecurity (WiCyS) Virtual Career Fair**.

Main Page

Type in the <https://careerfair.wicys.org/> 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 to the virtual platform via your email address, with your password being your WiCyS Membership ID . If you need assistance with your login credentials, please contact WiCyS Support Staff at info@wicys.org.

The screenshot shows a web browser window with the address bar displaying careerfair.wicys.org. The browser's bookmark bar includes links to 'Important URLs', 'vFairs Events', 'Saaris', 'vFairs Reviews 2021...', 'Analytics', 'Demo', and 'ikea bedroom'. The main content area features a large purple banner with the text 'WICYS FALL VIRTUAL CAREER FAIR' and 'WEDNESDAY, SEPTEMBER 24, 2025'. A login modal is open in the center, titled 'Login'. The modal contains the following text:

- Members:** Login with your email and WiCyS Member ID (Member ID is in the WiCyS Member Portal, if you have questions, email info@wicys.org).
- New Members:** Please note, access to the Job Board++ takes 2-4 business days except during the Virtual Career Fair. Access will be provided at the start of every hour.
- Non-Members:** Join as a WiCyS Member [HERE](#)
- WiCyS Strategic Partners:** Login with your admin credentials created during booth setup.

Below the instructions is an 'Email:' label followed by a text input field. At the bottom of the modal, there is a checkbox with the text 'I understand that WiCyS Strategic Partners and Conference Sponsors will have access to my resume once uploaded.' and two buttons: 'Cancel' and 'Login'.

Navigating your way

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 and Technical Support by using the purple Navigation Bar at the top.

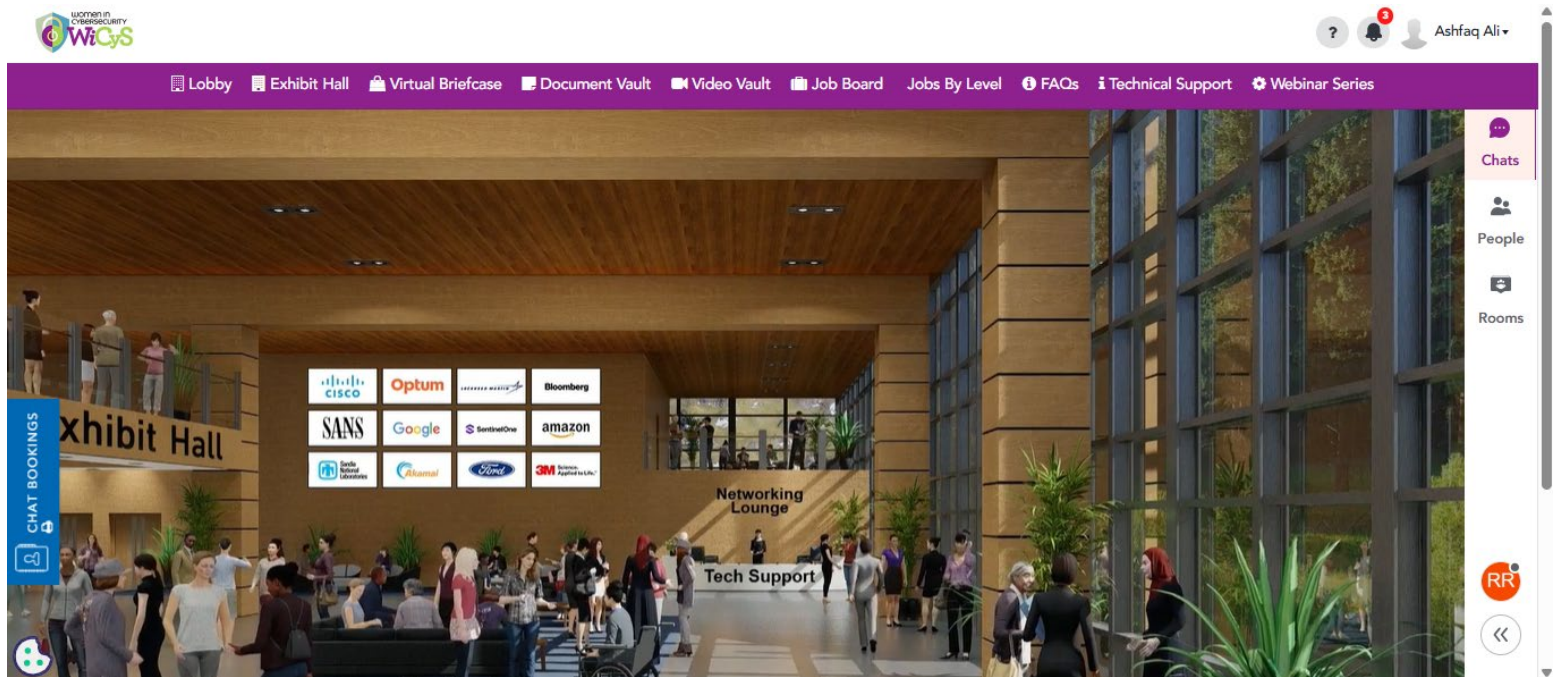
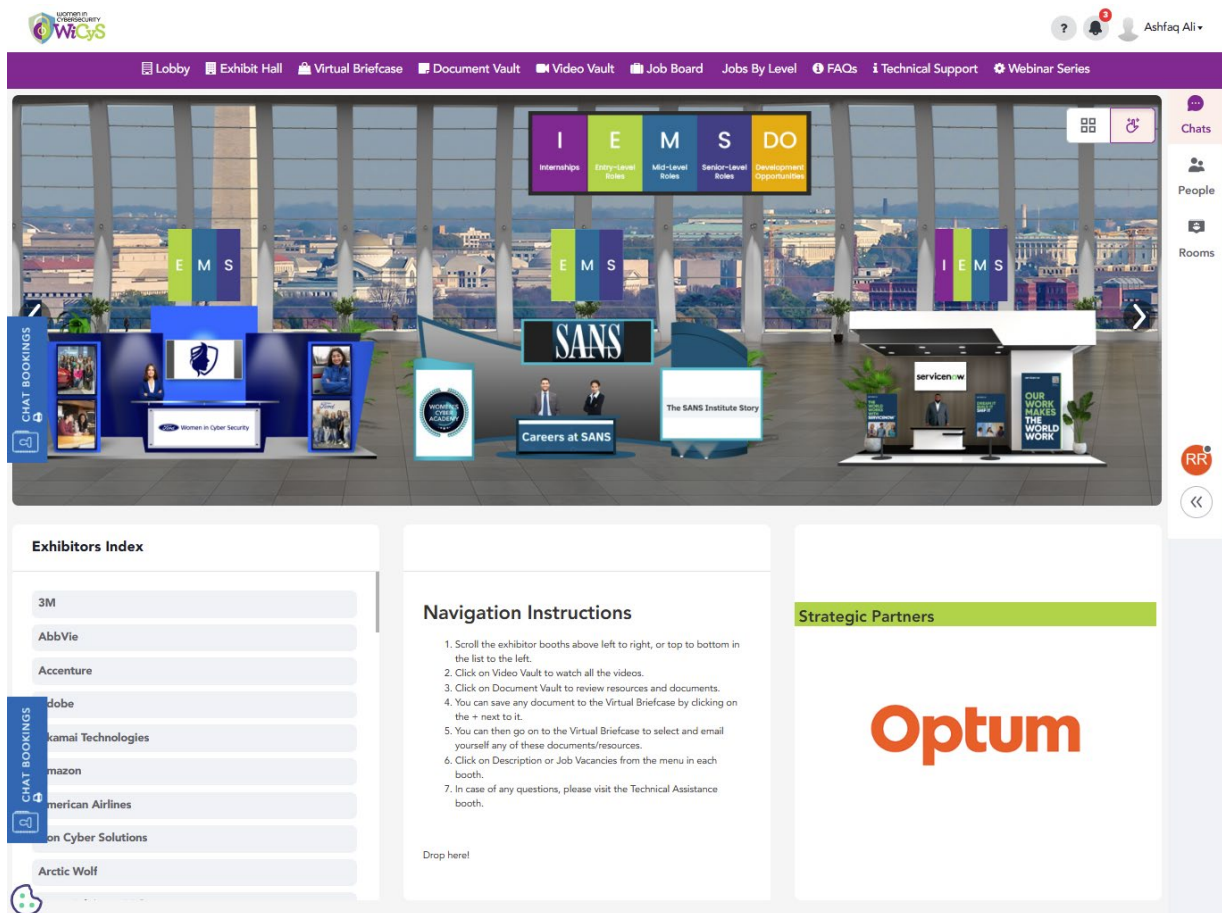


Exhibit Hall

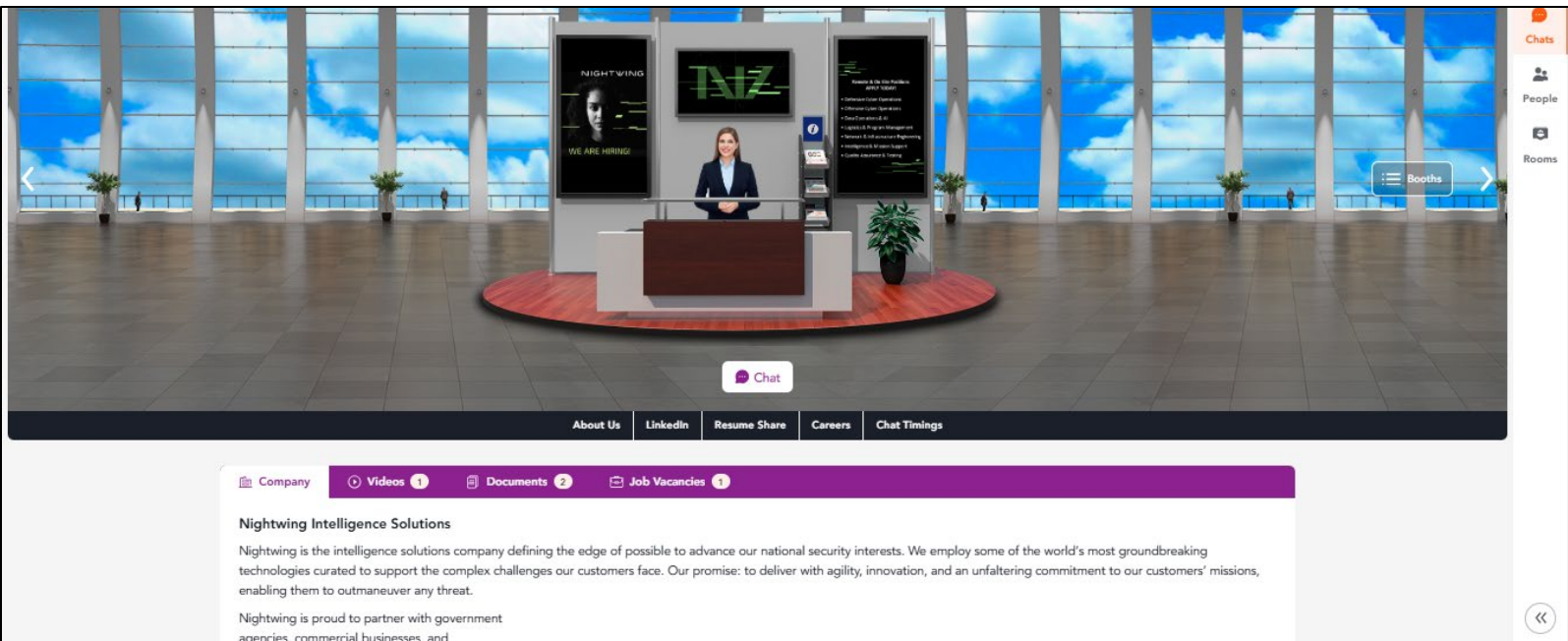
All exhibitor booths can be seen in the Exhibit Hall. You can scroll right or left in order to find a booth. Alternatively, the full list of available booths is included in the “Exhibitors Index” in the Exhibit Hall. You can also navigate to a booth by clicking on its name in the Exhibitor Index.

Each booth will have a key as the top banner specifying what type of Job Opportunities are available at the organization.

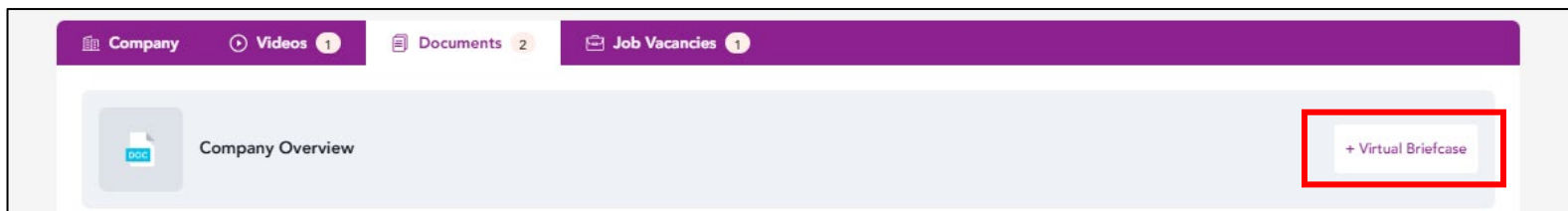


Booth View

Click on a booth and you will be taken to the front view of the booth.



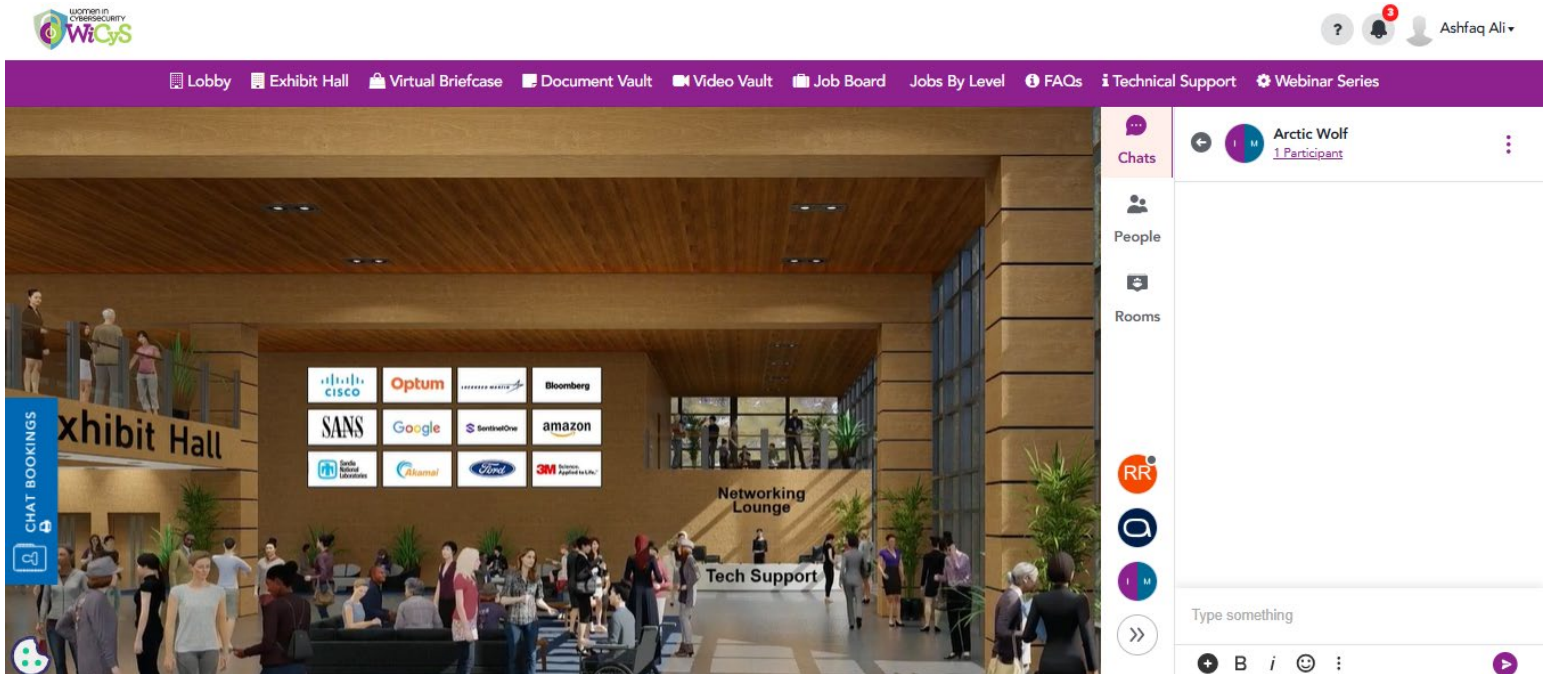
1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
4. **Job Vacancies:** Displays a 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 the 'LIVE Chatroom'. NOTE: The chat feature will only be available from 6 AM to 8 AM and 1 AM to 4 PM CT on September 24th.
6. **Virtual Briefcase:** 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' button at the booth and you'll be taken to the Live Chat room. Booth Reps and attendees can have public as well as private chats.



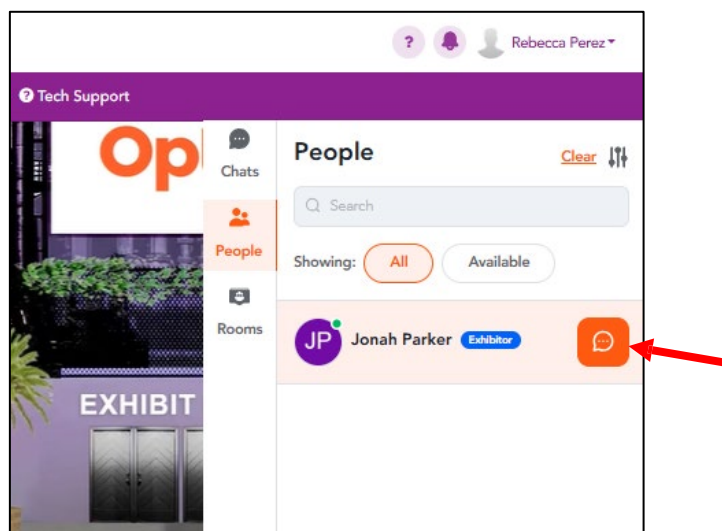
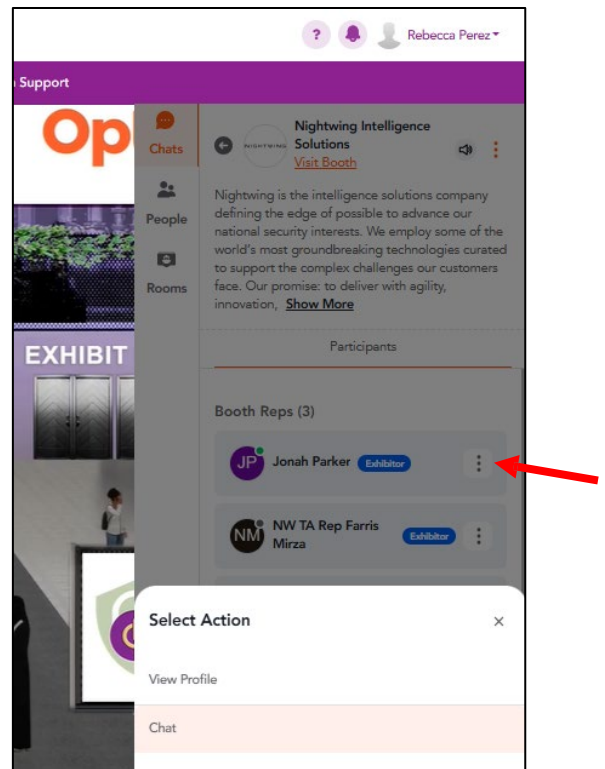
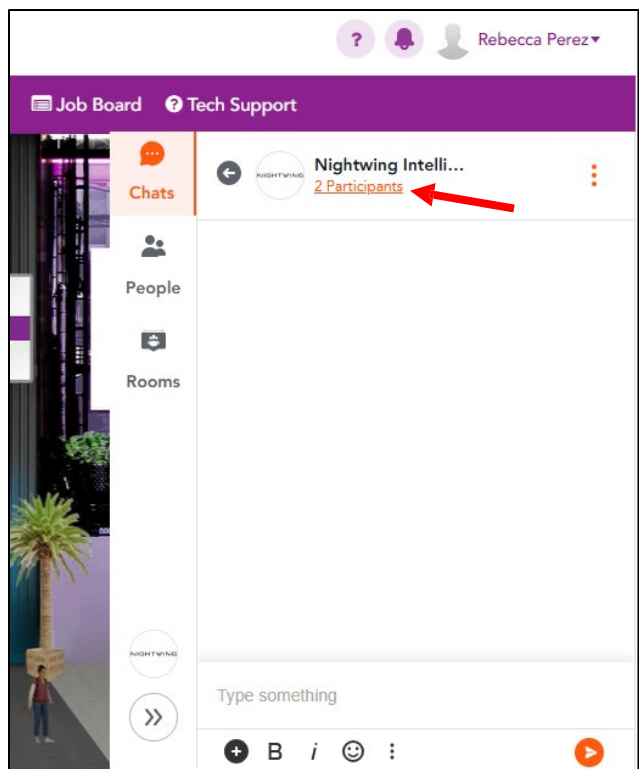
The space labeled 'Type something' seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees.

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:

- You may click on the **Participants** button under chatroom name to see the attendees and booth reps who are online in your chatroom. To initiate a private chat, simply click on the 3 dots in front of the attendee's name and click on the **Chat** button.
- You may click on the **People** Tab which will show you all the attendees and Booth Reps online on the platform. To initiate a private chat, simply click on the **Send Message** icon in front of the attendee's name.

If an Attendee initiates or receives a private message, it will show up in the **Chats** tab of the chat window. A booth Rep can start a video call with an attendee.



Chat Queue

To Help the recruiters manage multiple attendee chats at the same time, there is a chat queue.

As soon as a Booth Rep initiates a Private Chat or is requested a Private Chat by an attendee or another Booth Rep, the conversation gets added to the Chat Queue.

Depending on how busy the Exhibitor Chat Queue is, you will be assigned a waiting time.

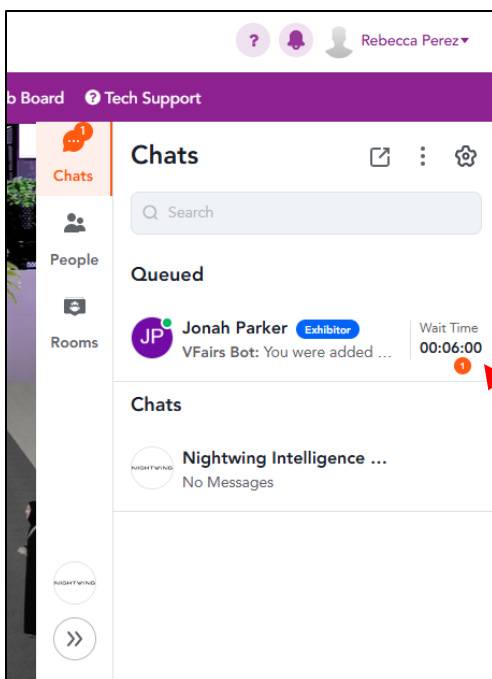
Each Conversation Attendee/Exhibitor conversation will be 8 minutes long. When the Exhibitor is ready to start a conversation with you, you will get an alert from the vFairs Bot. You will also see a countdown timer on the top specifying the time left for the conversation.

The Exhibitor may

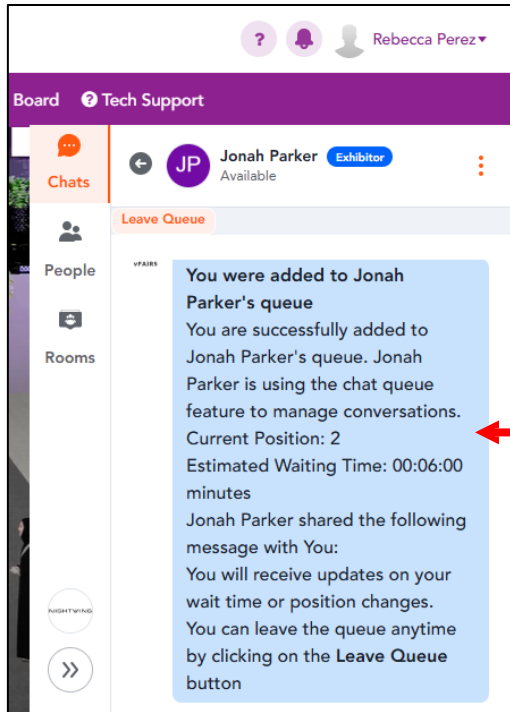
- Extend chat duration
- Pause and resume the chat and chat queue
- End a Chat

For any changes in waiting time, queue positions, or extensions, the attendees are notified via the vFairs Bot, and their waiting times are adjusted accordingly.

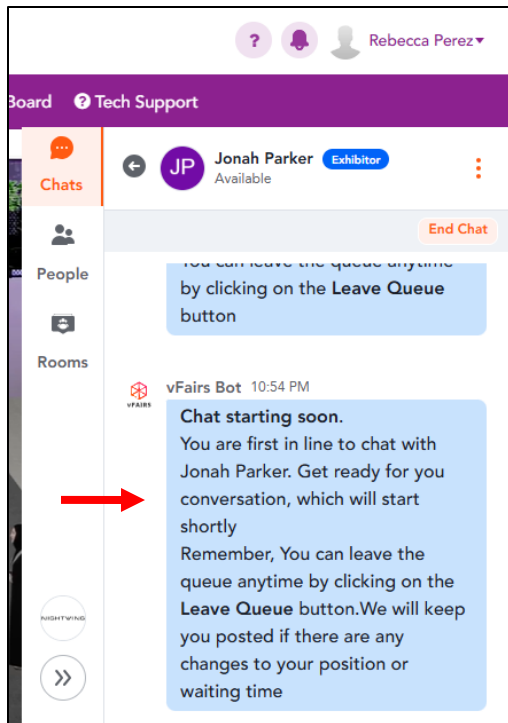
An Attendee can be in conversation with multiple Reps at the same time.



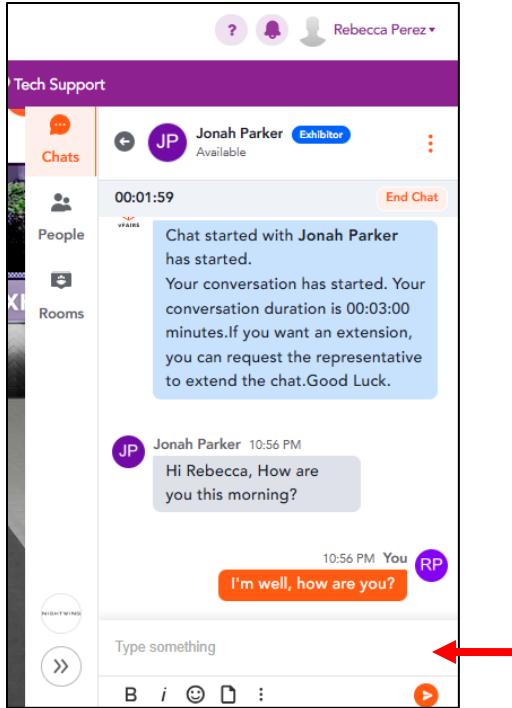
1: Queued chats will show under Chats>Queued. You will be able to keep any eye on the wait time.



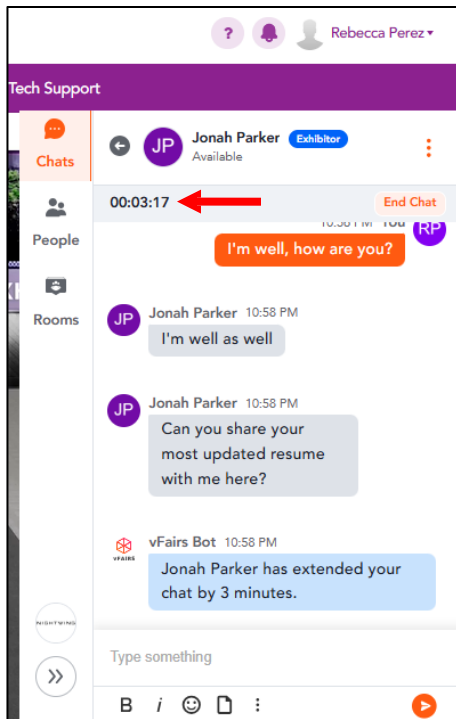
2: You will be alerted about any updates with regards to your position in the queue, wait time etc. by vFairs bot. You may leave the queue at any point.



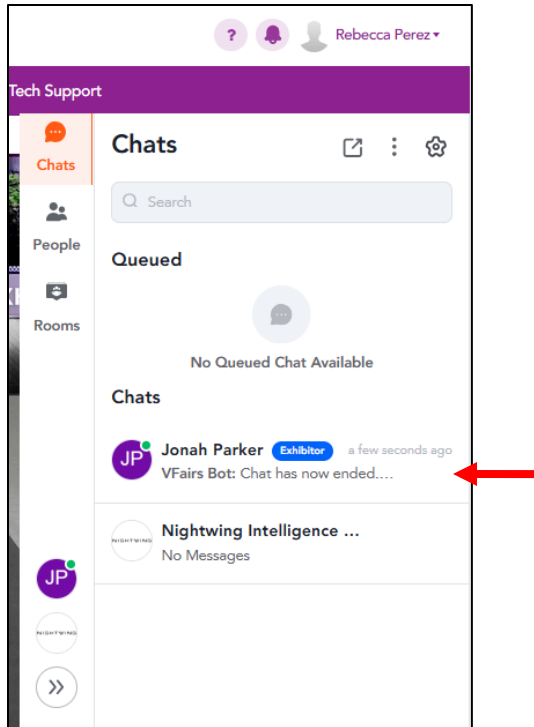
3: Once the wait time has ended and you are the first in the recruiters queue, you will get an alert from vFairs bot. You recruiter will start the chat and initiate conversation shortly.



3: Once the recruiter has initiated conversation, you will also see the area to type in a message to the recruiter. You will also be able to keep an eye on the time remaining for the conversation. You may end the chat if needed.

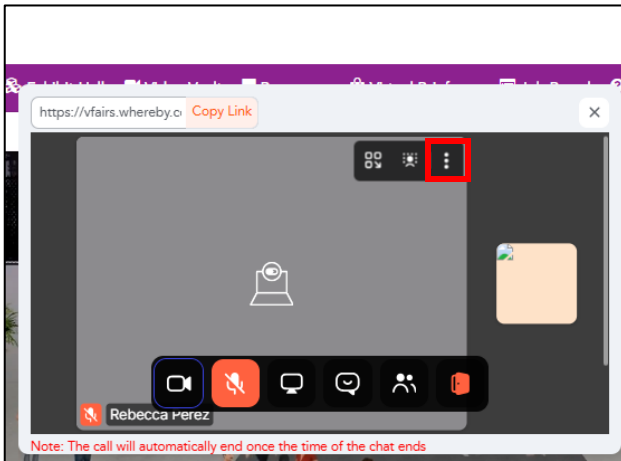


5: The recruiter may extend the chat time if needed. You will receive an alert from vFairs bot if this happens.

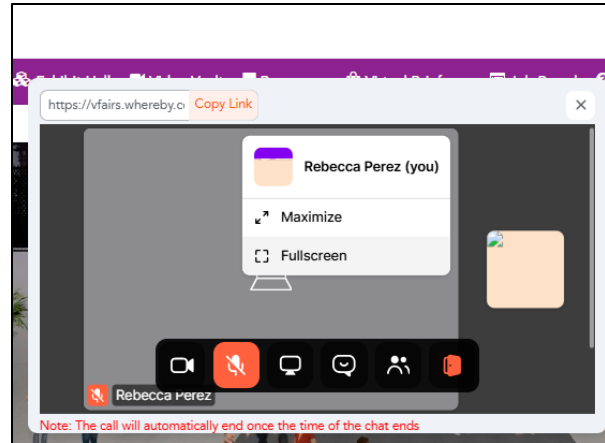


6: Once the chat has ended, it will move from Queued Tab to Chats tab. You will be able to join the queue again if you want.

Audio/Video Call can be initiated by an Exhibitor. You can accept the call and will be redirected to the Whereby Platform in a pop up. You will see you controls like Mic and Camera at the bottom.

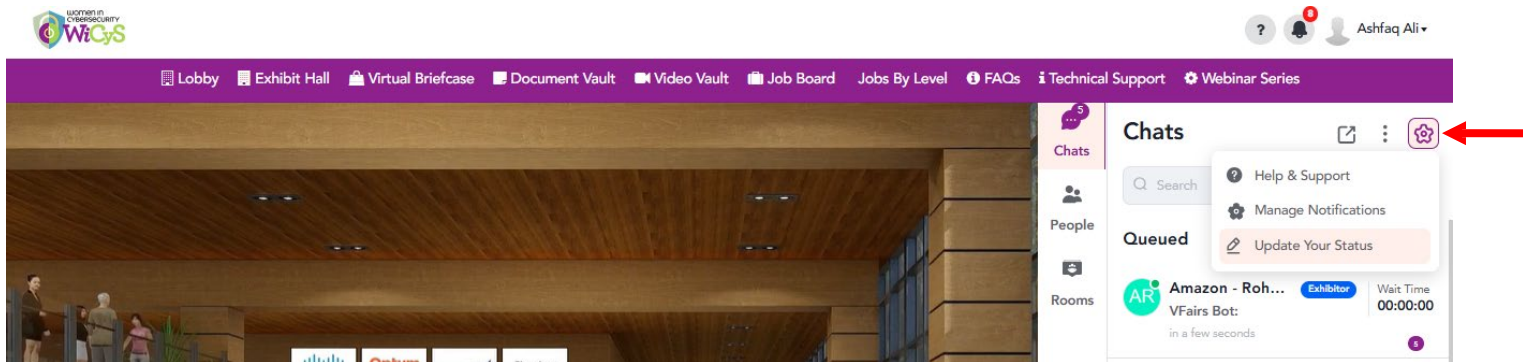


7: In a video call, once your camera is turned on, you will be able to view some additional options including screen size options.



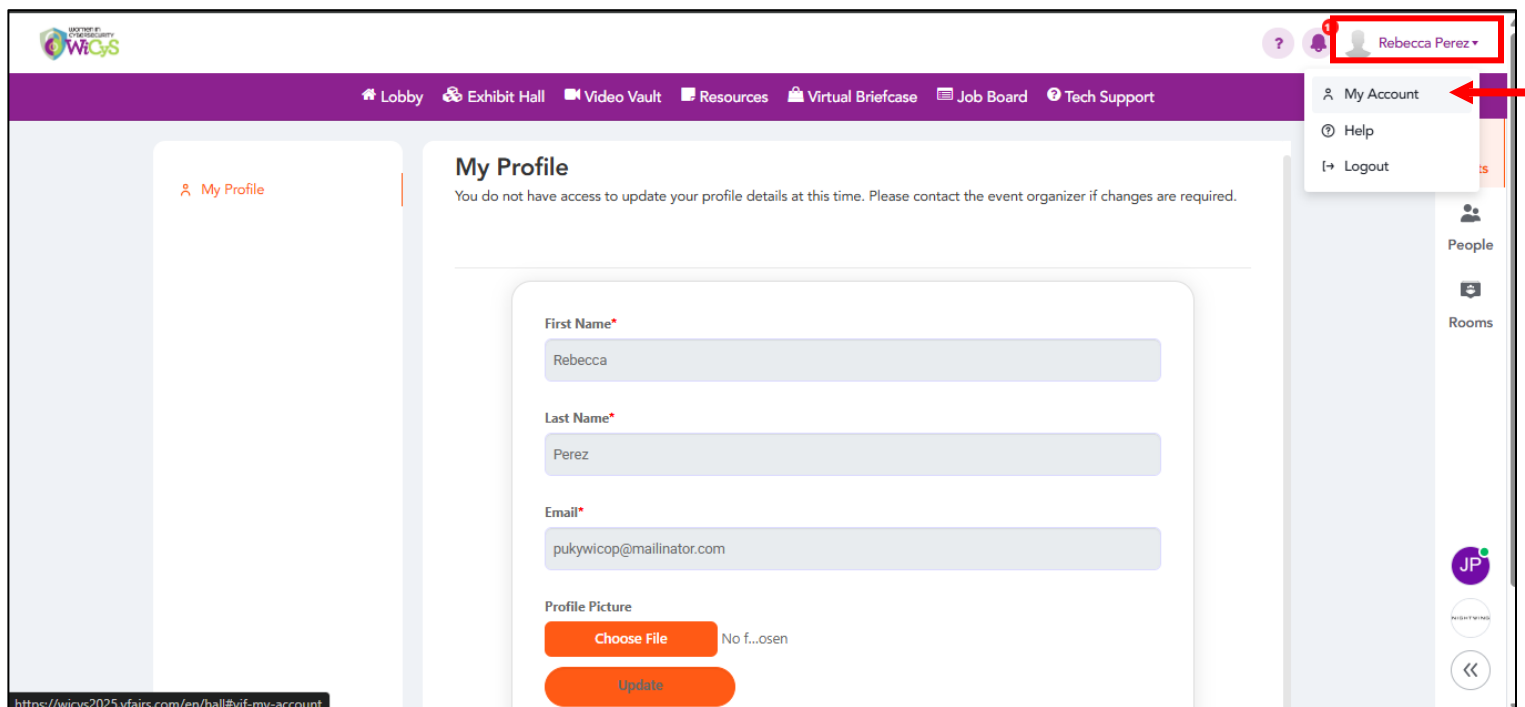
8: You have the option to maximize and full screen mode.

User Availability Status can be updated at any time.



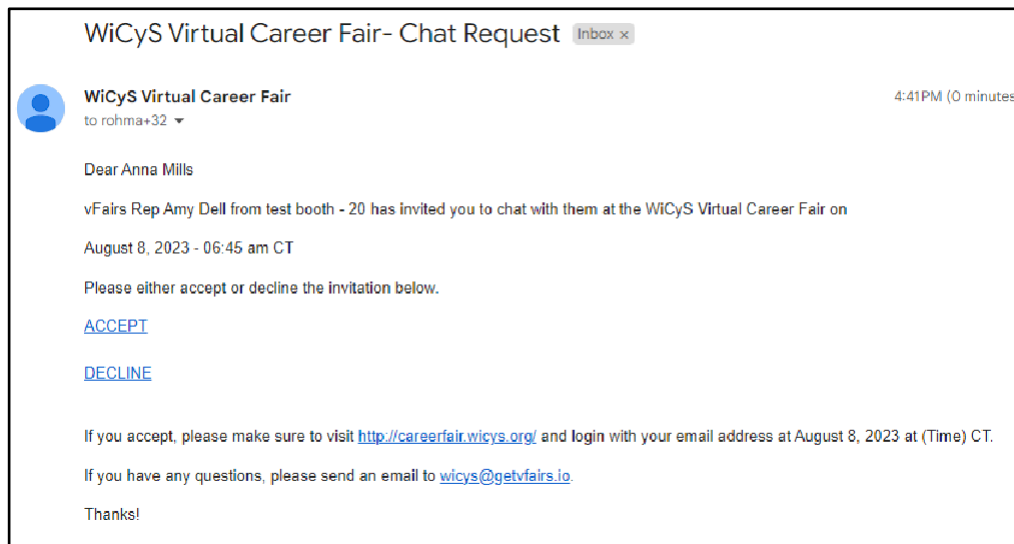
Update Profile:

You also have the option to Update your profile picture. Click on your name on the top right corner of the screen. You may also update your profile picture via *My Account* option.



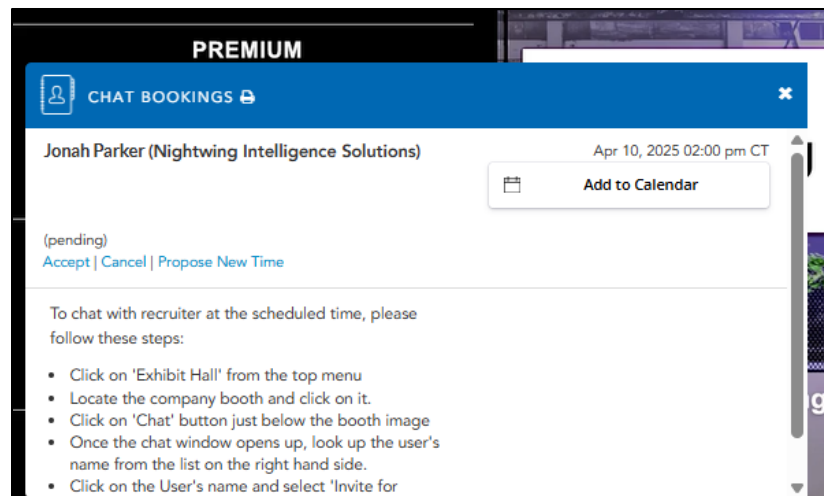
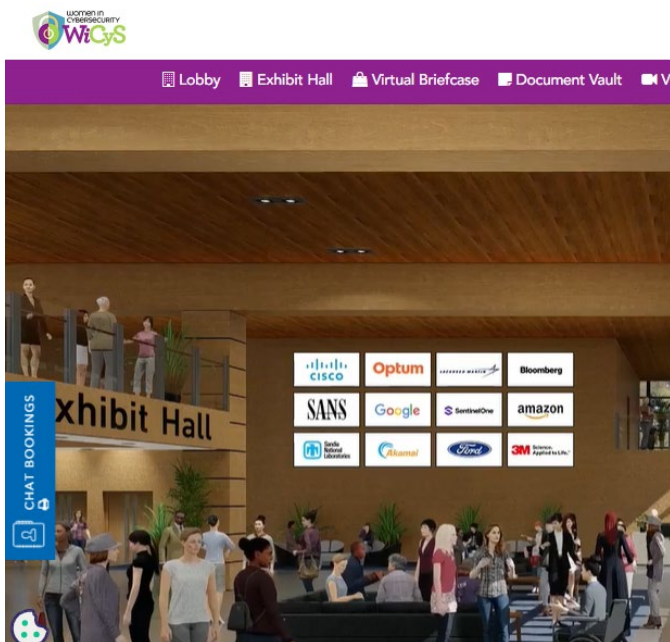
Chat Invitation

You may receive Chat Invitation from an Exhibitor. You will receive an email on your registered email address. You can *Accept* or *Decline* an invitation via the email received.



You can keep track of all the bookings you have made along with their status via the **Chat Bookings Widget**.

At the designated time of the booking, you can start the conversation with the Exhibitor by clicking in their name in the Chat Bookings Widget.



Jobs Board

You can view all the Jobs posted on the Career Fair via the Job Board.

You can search:

1. Jobs By Employer
2. Jobs by City
3. Jobs by Date Posted

The screenshot displays the Women in Cybersecurity (WiCyS) Jobs Board. At the top, the WiCyS logo is on the left, and user navigation links (Help, Notifications, Profile) and the name 'Ashfaq Ali' are on the right. A purple navigation bar contains links to Lobby, Exhibit Hall, Virtual Briefcase, Document Vault, Video Vault, Job Board, Jobs By Level, FAQs, Technical Support, and Webinar Series. Below this, a secondary navigation bar highlights 'DASHBOARD' and includes links for 'SAVED JOBS', 'APPLICATIONS', and 'ALERTS' (showing 0). The main search area features a search bar, dropdowns for 'Employer ...' and 'City ...', and a 'Filter By Date Posted' dropdown. A link to 'Set up a Job Alert' is provided. A checkbox for 'Has Salary Information' is present. 'APPLY' and 'RESET FILTERS' buttons are visible. The 'Job Bank (221)' section shows '1 - 15 of 221 Jobs' and a 'Sort by' dropdown set to 'Newest First'. The first job listing is for 'Senior IT Manager - Data Protection (Remote)' at 'AbbVie', with a salary range of \$121,000 to \$230,000 and a description of the role and company mission. A star icon is next to the job title. On the left, a vertical blue bar contains 'BOOKINGS' and 'CHAT BOOKINGS' links. On the right, a vertical sidebar contains 'Chats', 'People', 'Rooms', and a list of user avatars.

Women in Cybersecurity (WiCyS)

Navigation: Lobby, Exhibit Hall, Virtual Briefcase, Document Vault, Video Vault, Job Board, Jobs By Level, FAQs, Technical Support, Webinar Series

Dashboard: DASHBOARD, SAVED JOBS, APPLICATIONS, ALERTS 0

Search: Search, Employer ..., City ..., Filter By Date Posted

Want email notifications for this search? [Set up a Job Alert](#)

☐ Has Salary Information

APPLY RESET FILTERS

Job Bank (221)

1 - 15 of 221 Jobs

Sort by: Newest First

Senior IT Manager - Data Protection (Remote) ★

AbbVie

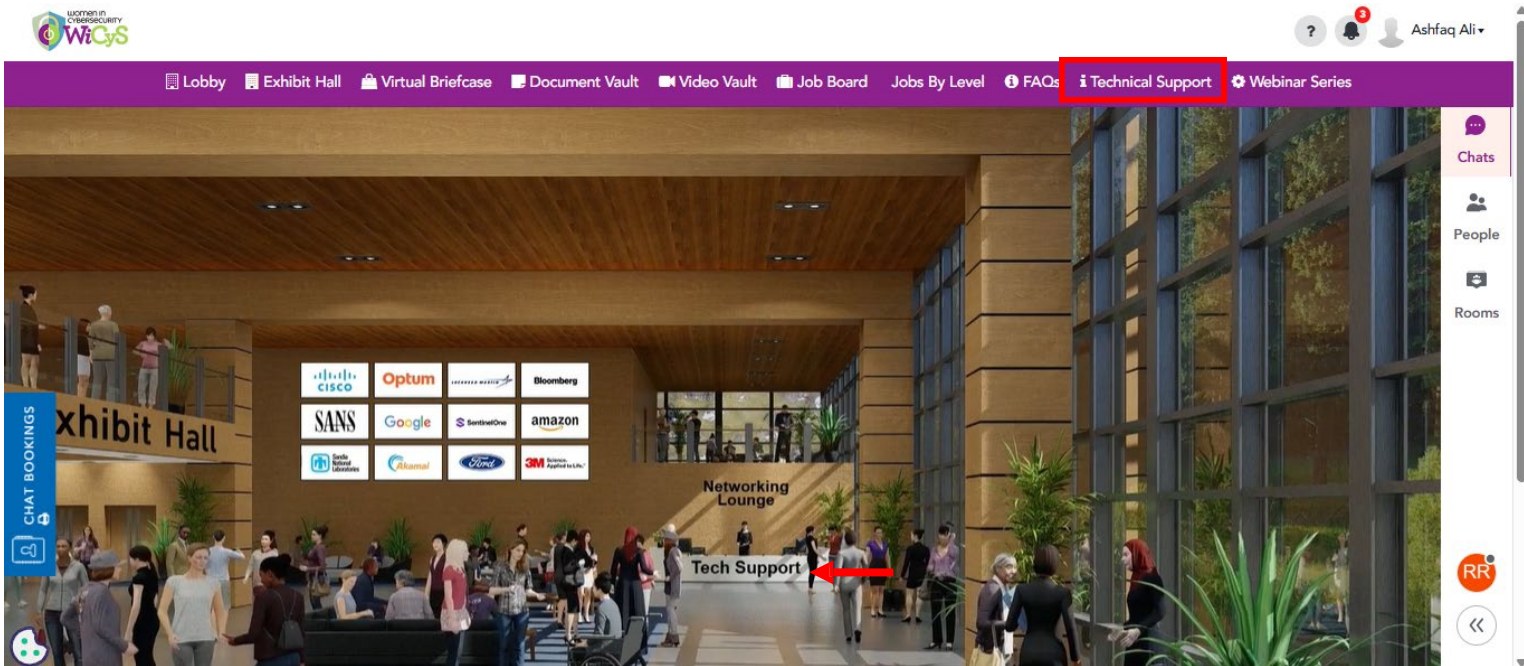
Senior IT Manager - Data Protection (Remote) Salary Min: 121000 Salary Max: 230000 Full-Time Employees can work remotely

Company Description AbbVie's mission is to discover and deliver innovative medicines and solutions that solve serious health issues today and address the medical challenges...

Technical Support

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

The vFairs team will be available to assist you with any issue in the Technical Support Chatroom as well which you can join from the Navigation Bar.



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