2026 VIRTUAL CAREER FAIR

APRIL 22, 2026
5:00 AM - 7:00 AM CT

women in CYBERSECURITY WiCyS

APRIL 23, 2026
12:30 PM - 5:30 PM CT

Getting Started

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

Main Page

Type in the URL: https://wicys2026.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 to the virtual platform via your Swoogo account. If you need assistance with your login credentials, please contact Cameron at cameron@wicys.org or Rasheeda at rasheeda@wicys.org.

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.

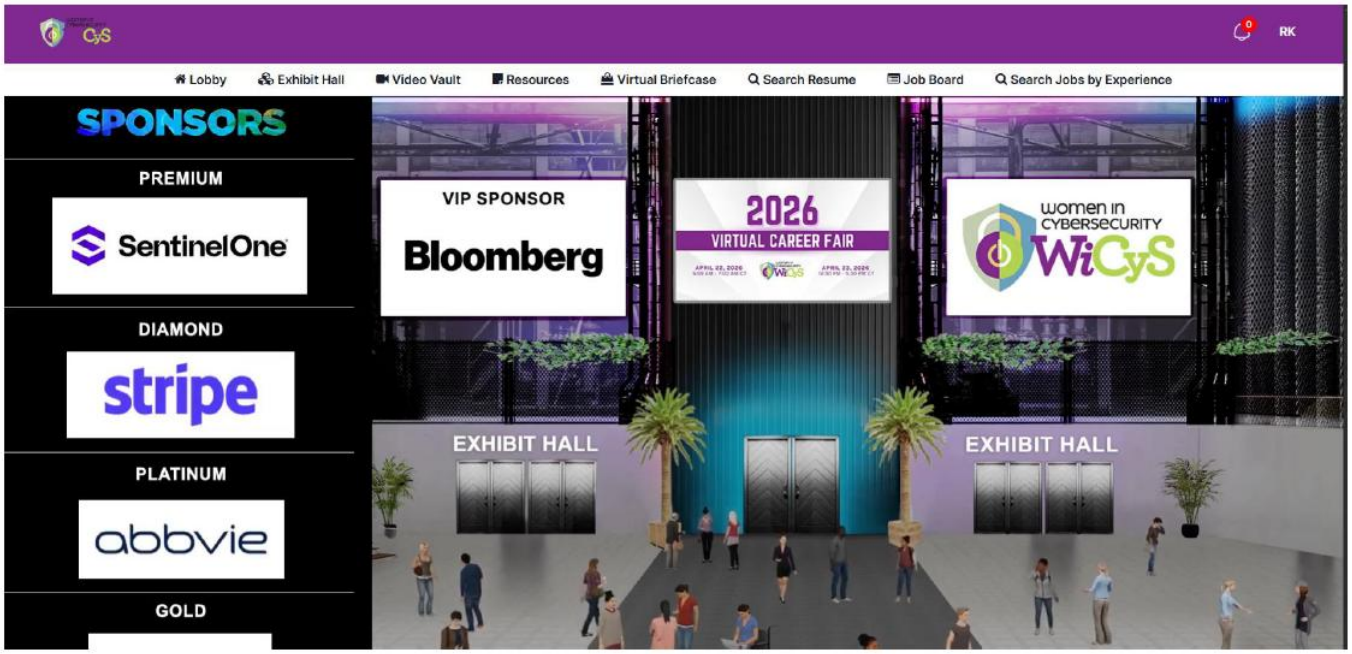
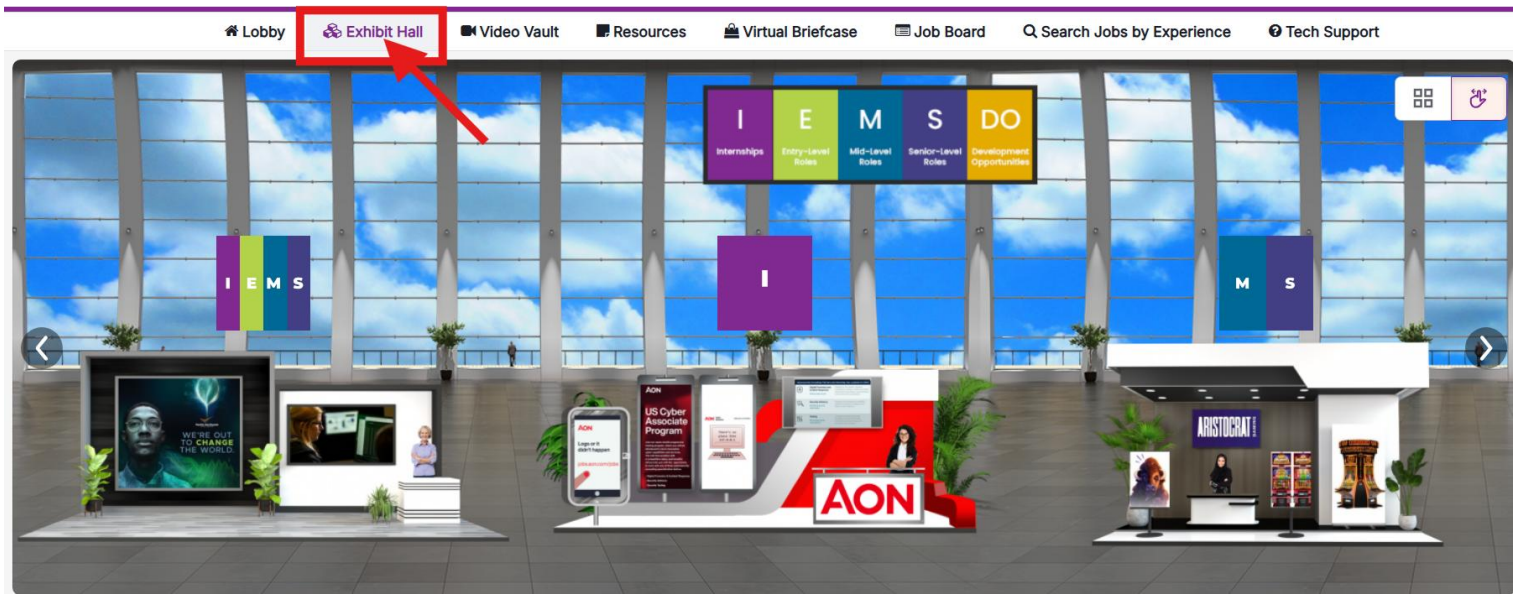
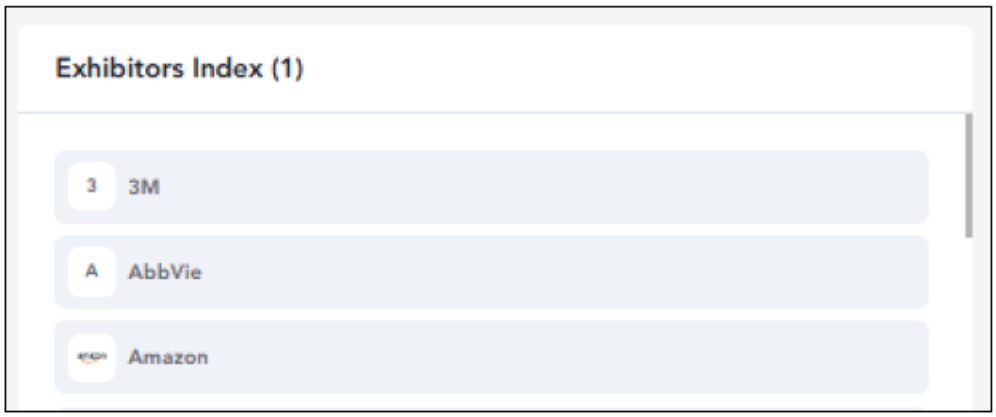


Exhibit Hall

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.

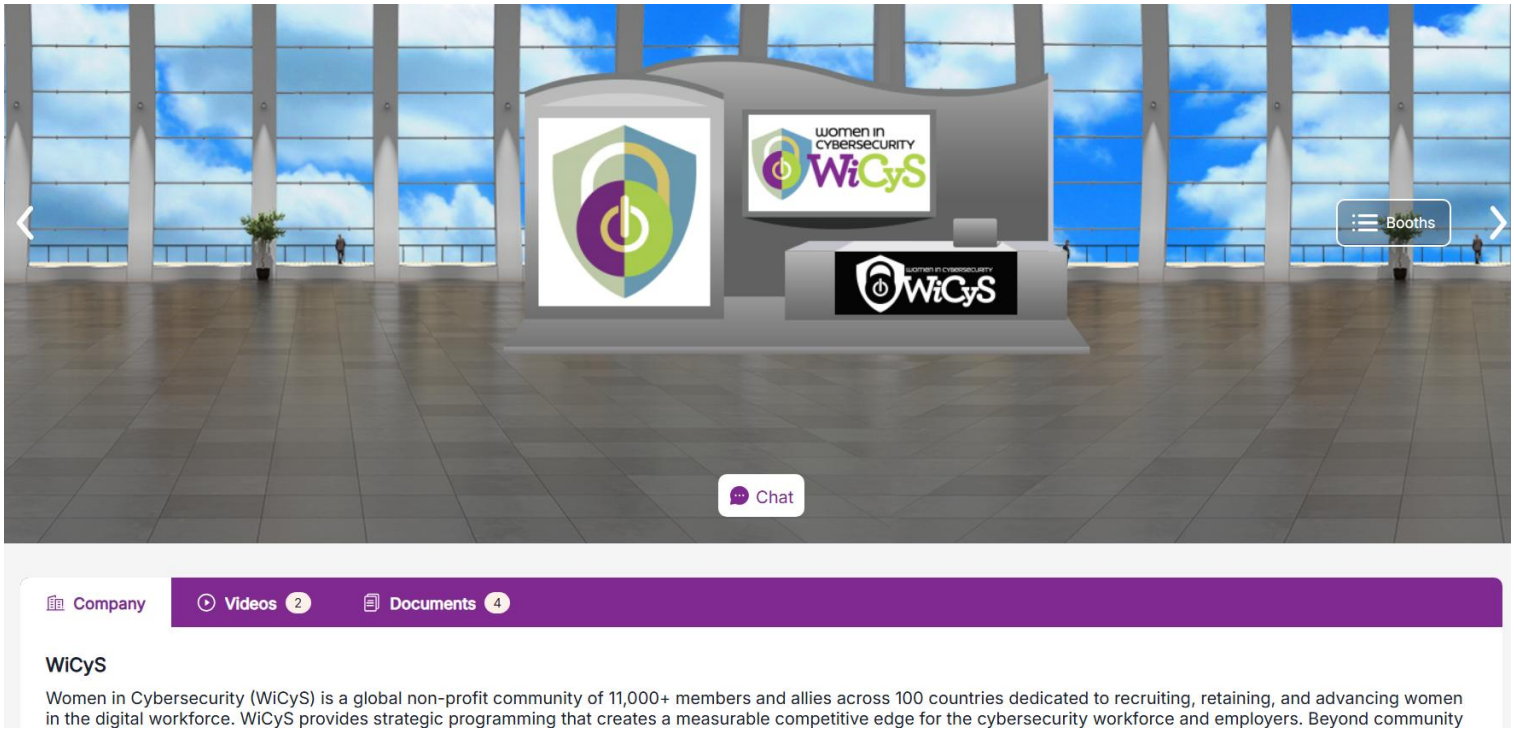
Each booth will have a key as the top banner specifying what type of Job Opportunities are available at the organization.



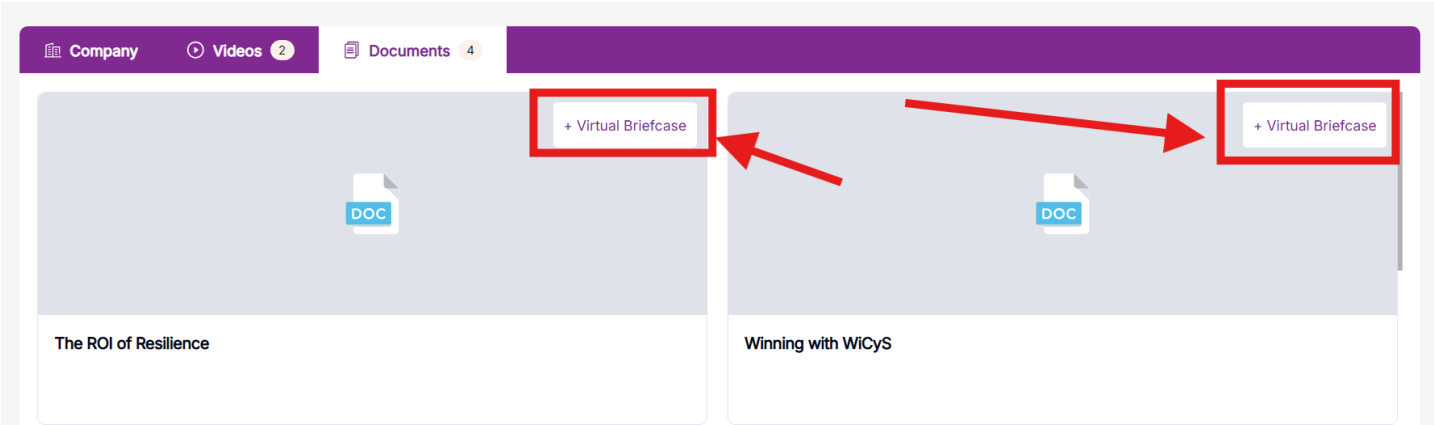


Booth View

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



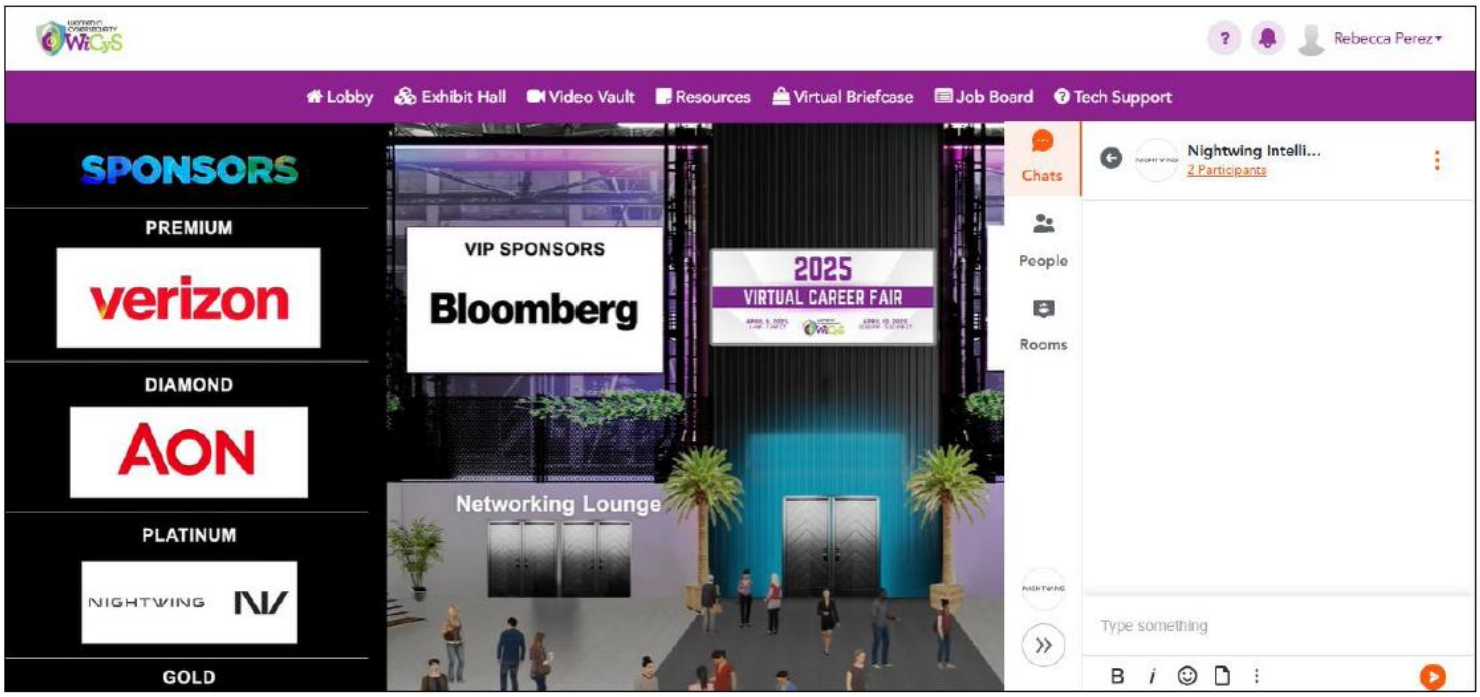
- **Description**: A brief profile of the company/firm.
- **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
- **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
- **Job Vacancies:** Displays a list of jobs available at this organization. Attendee can apply to jobs in this area.
- **Chat:** Clicking on the chat button will take you to the 'LIVE Chatroom'. NOTE: The chat feature will only be available from 9 AM to 5 PM CT on August 16th.
- **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.



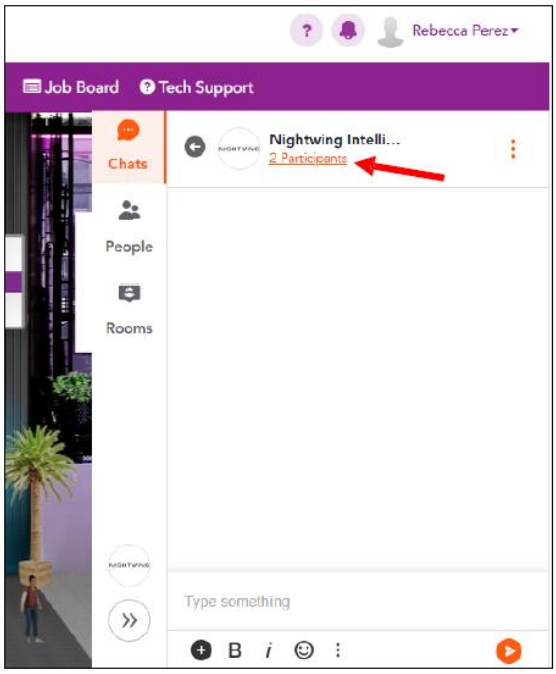
The space labeled 'Type something' seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees.

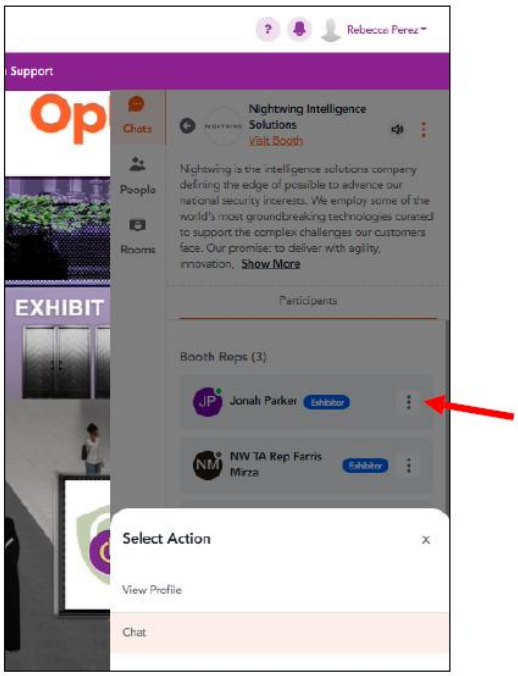
Private Chat

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.

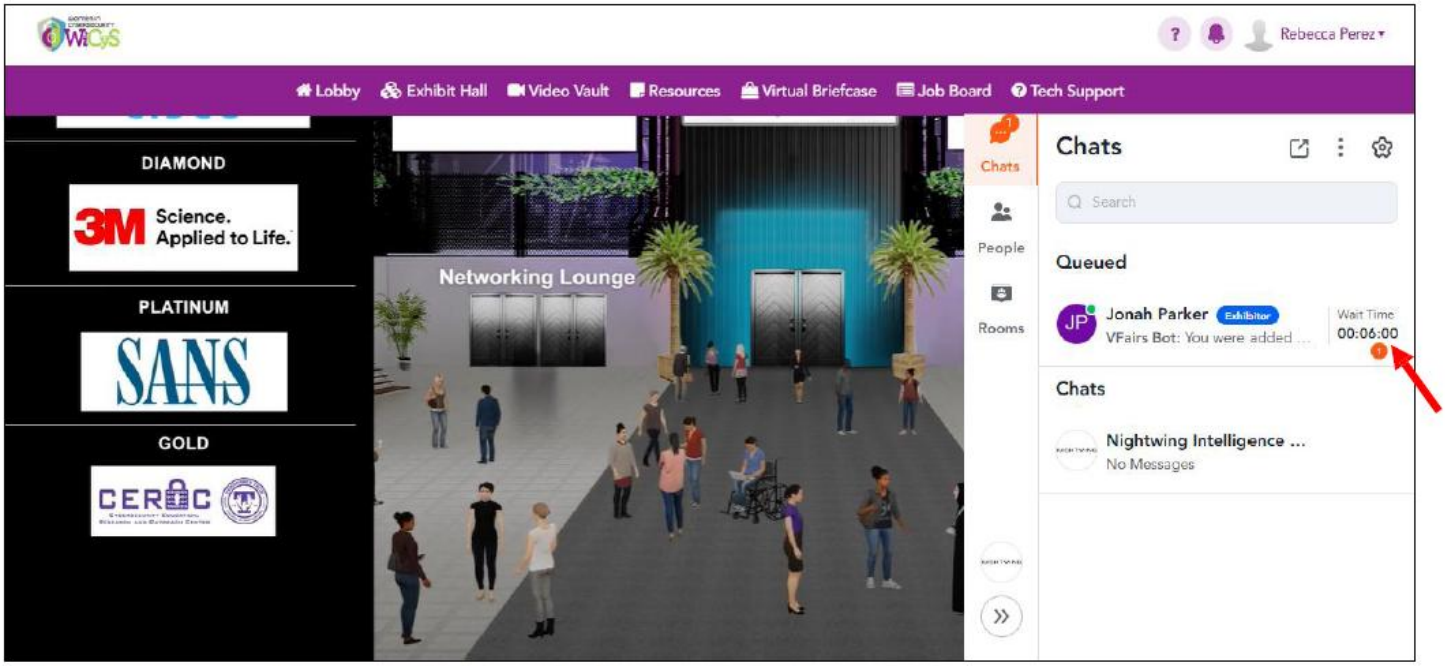
Each Conversation Attendee/Exhibitor conversation will be 8 minutes long. When the Exhibitor is ready to start a conversation with you, you will get an alert from the vFairs Bot. You will also see a countdown timer on the top specifying the time left for the conversation.

The Exhibitor may

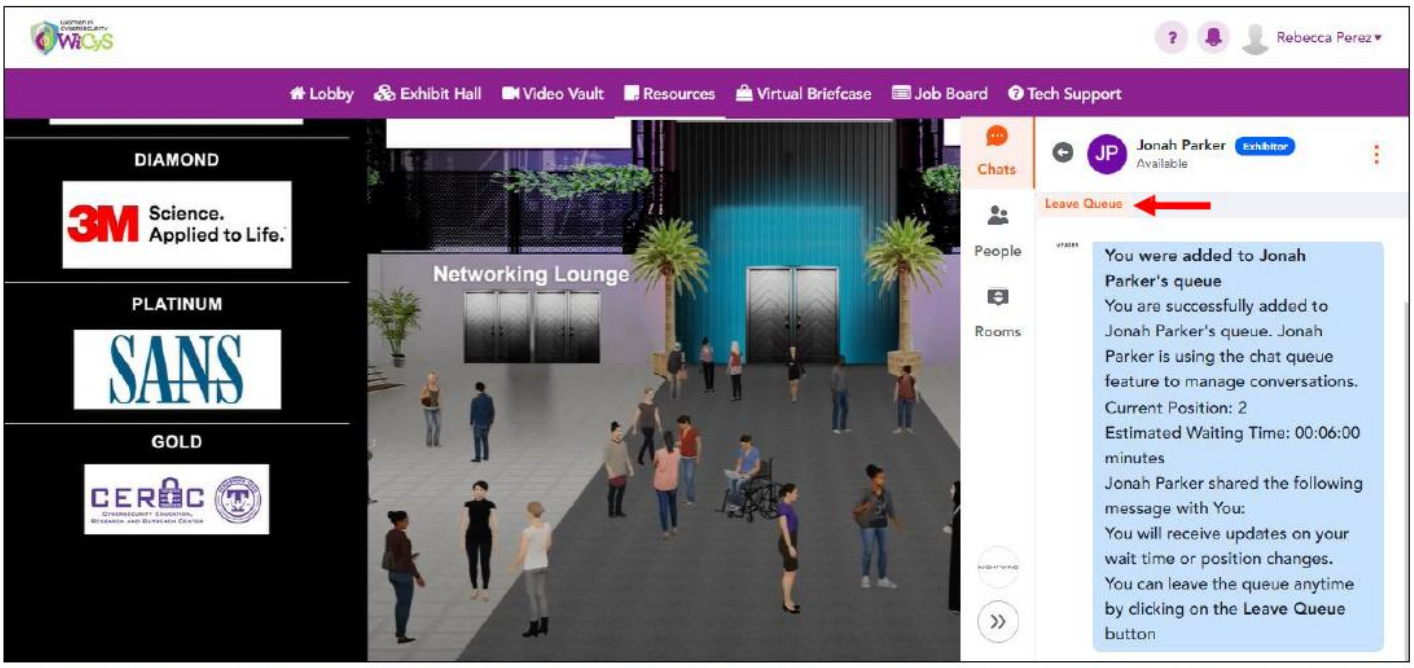
- Extend chat duration
- Pause and resume the chat and chat queue
- End a Chat

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.

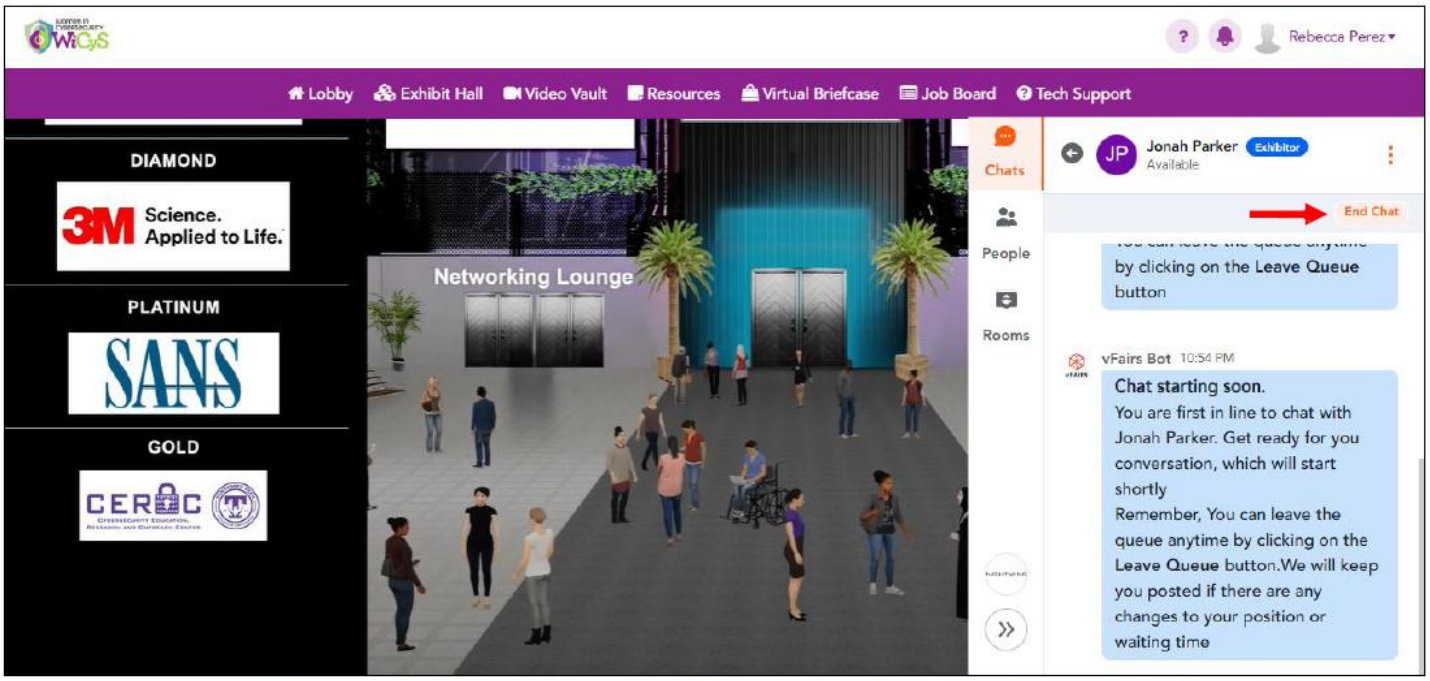
An Attendee can be in conversation with multiple Reps at the same time.



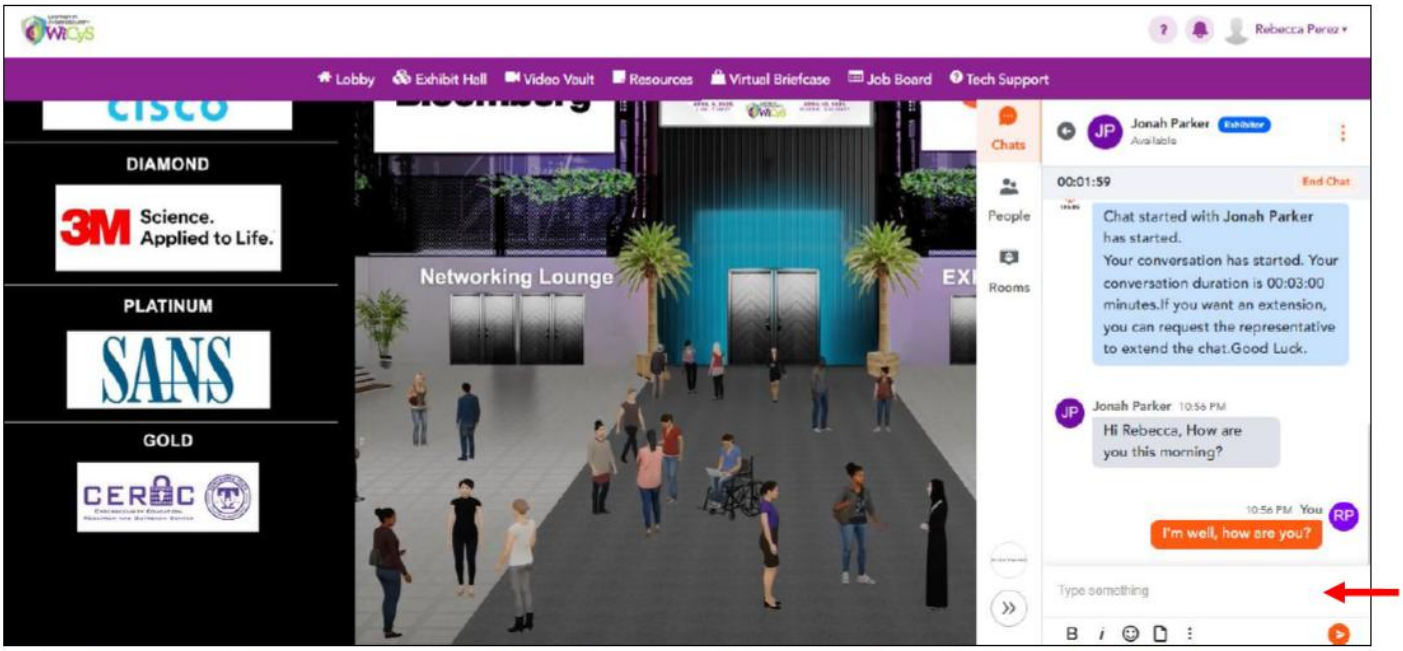
1: Queued chats will show under Chats>Queued. You will be able to keep any eye on the wait time.



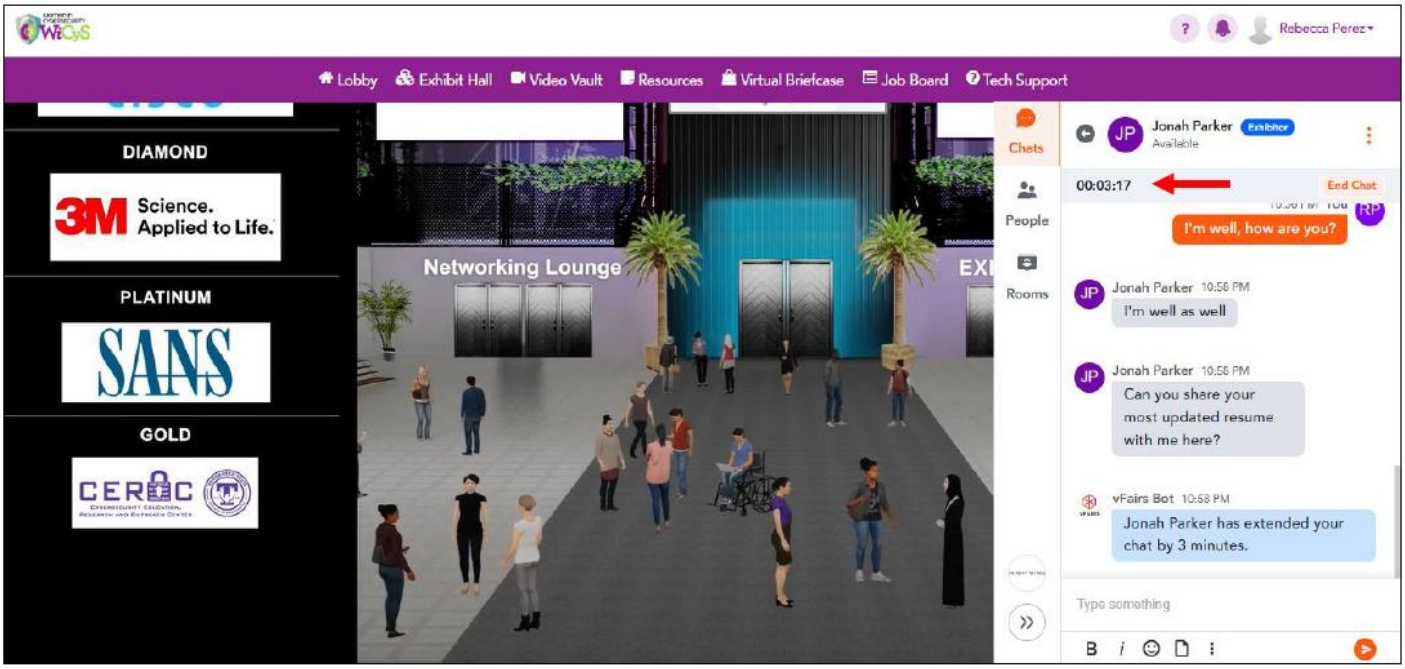
2: You will be alerted about any updates with regards to your position in the queue, wait time etc. by vFairs bot. You may leave the queue at any point.



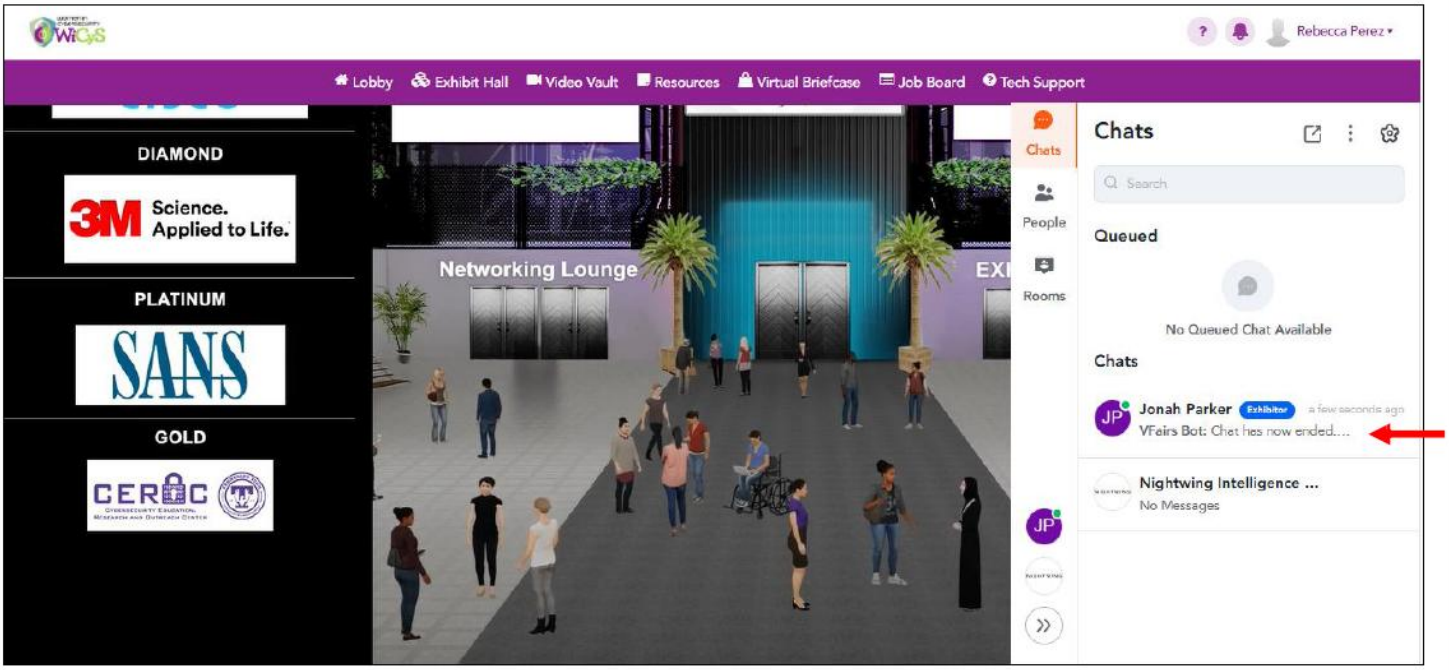
3: Once the wait time has ended and you are the first in the recruiters queue, you will get an alert from vFairs bot. You recruiter will start the chat and intiate conversation shortly.



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.*

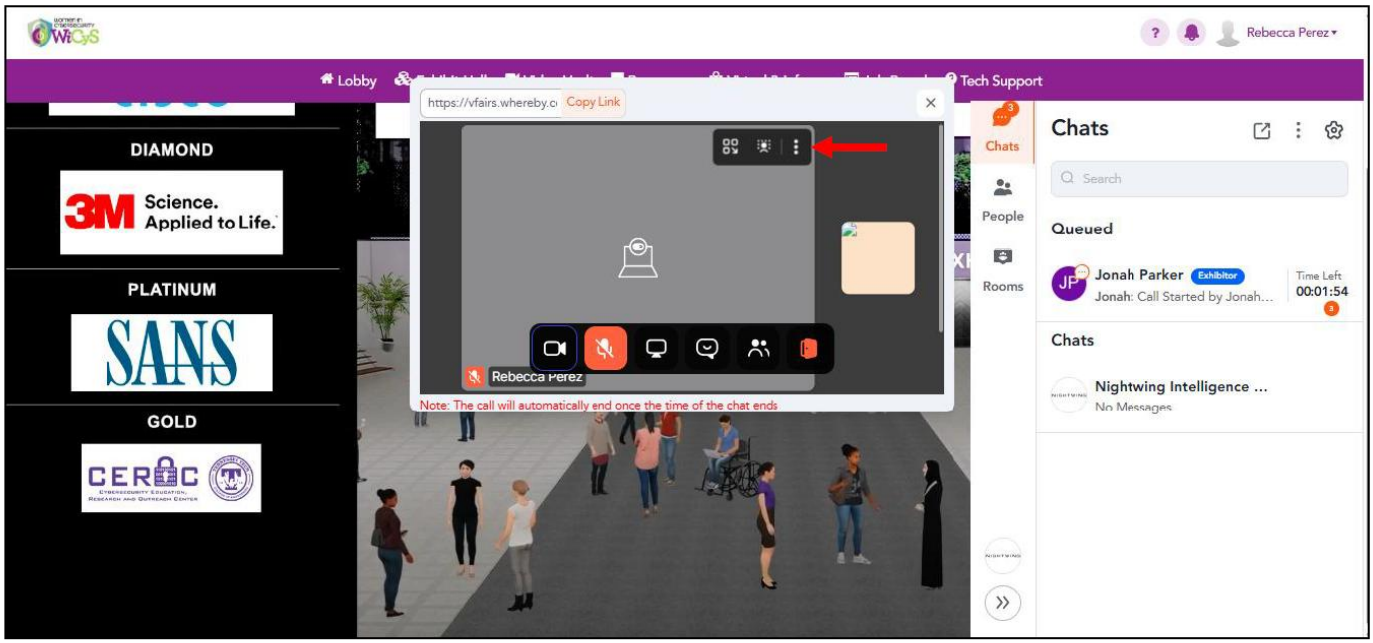


5: *The recruiter may extend the chat time if needed. You will receive an alert from vFairs bot if this happens.*

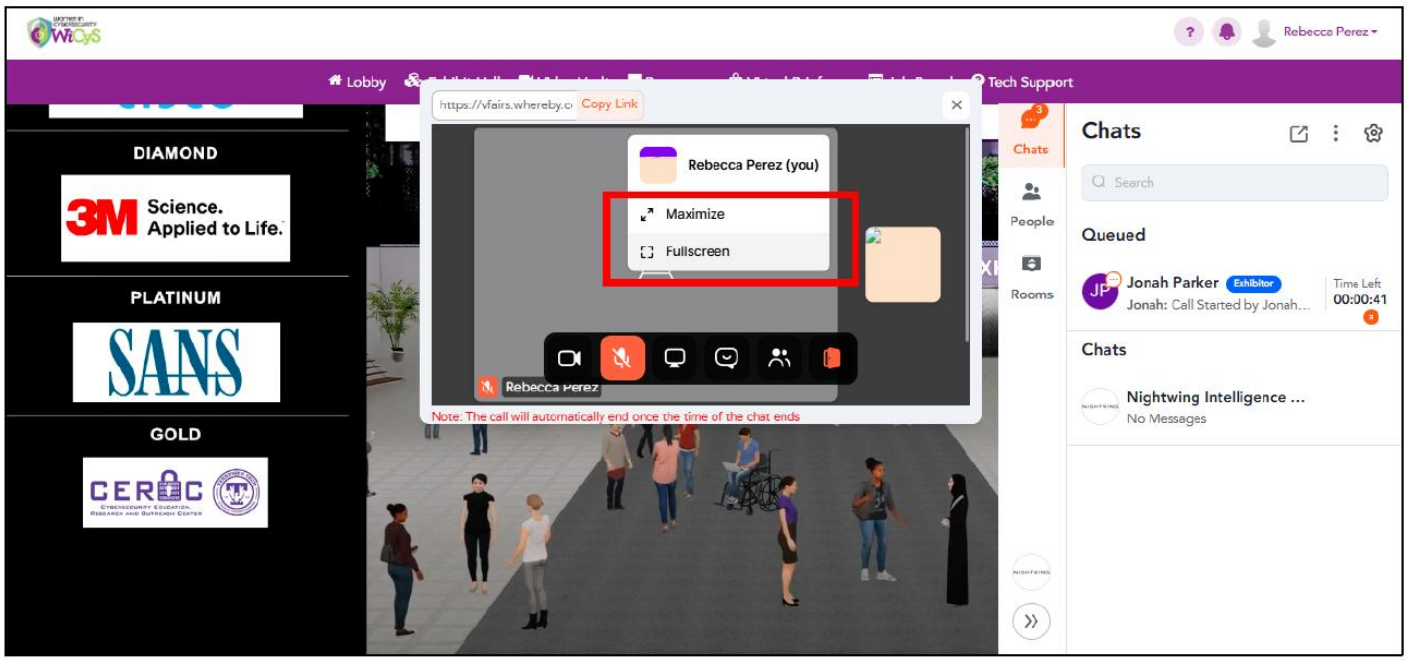


6: Once the chat has ended, it will move from Queued Tab to Chats tab. You will be able to join the queue again if you want.

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.

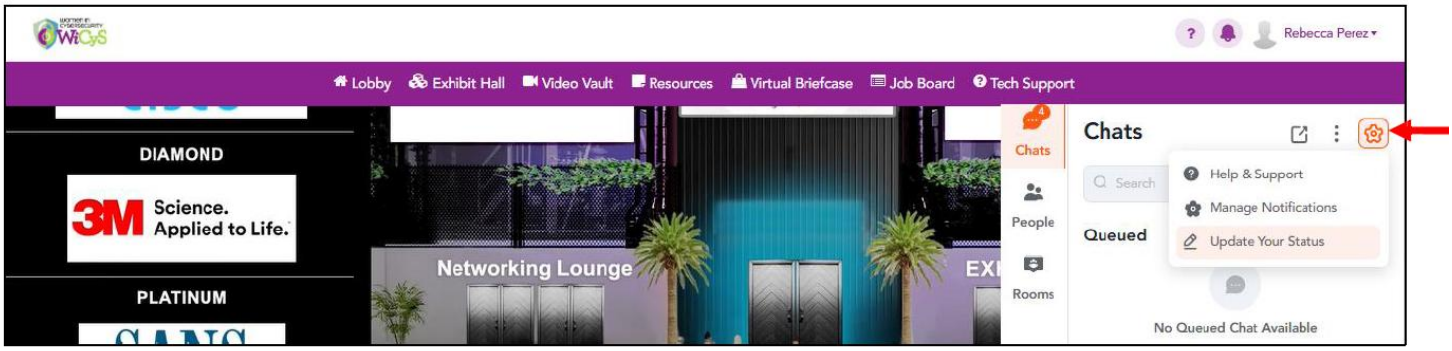


7: In a video call, once your camera is turned on, you will be able to view some additional options including screen size options.



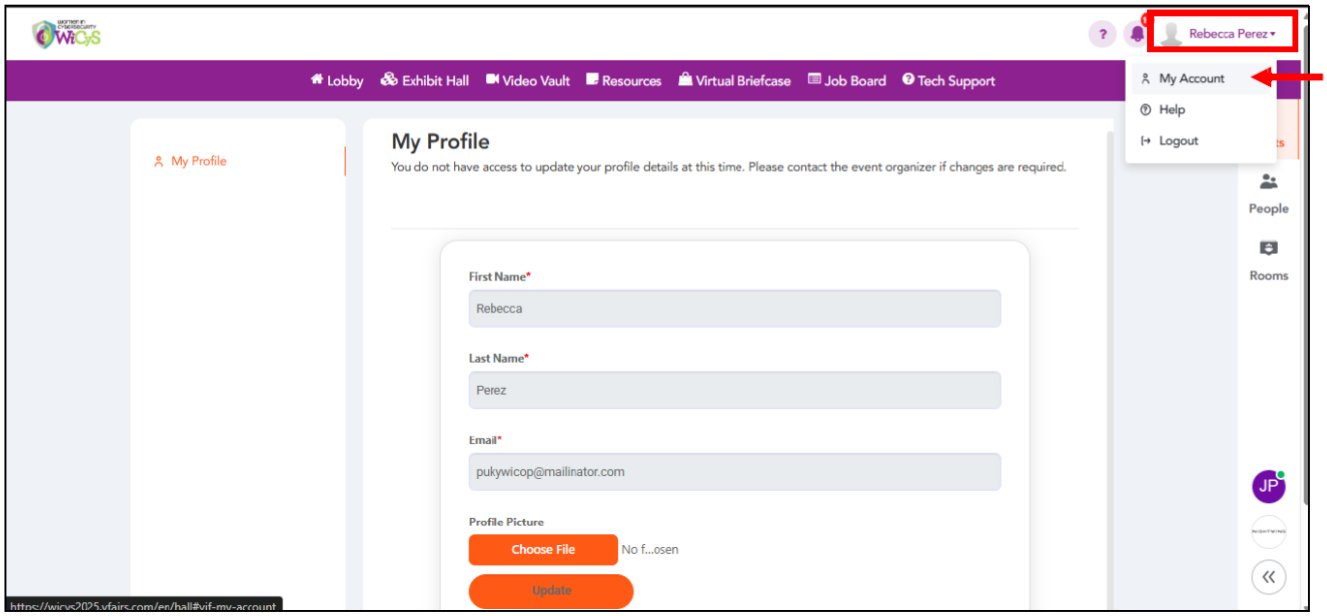
8: You have the option to maximize and full screen mode.

User Availability Status can be updated at any time.



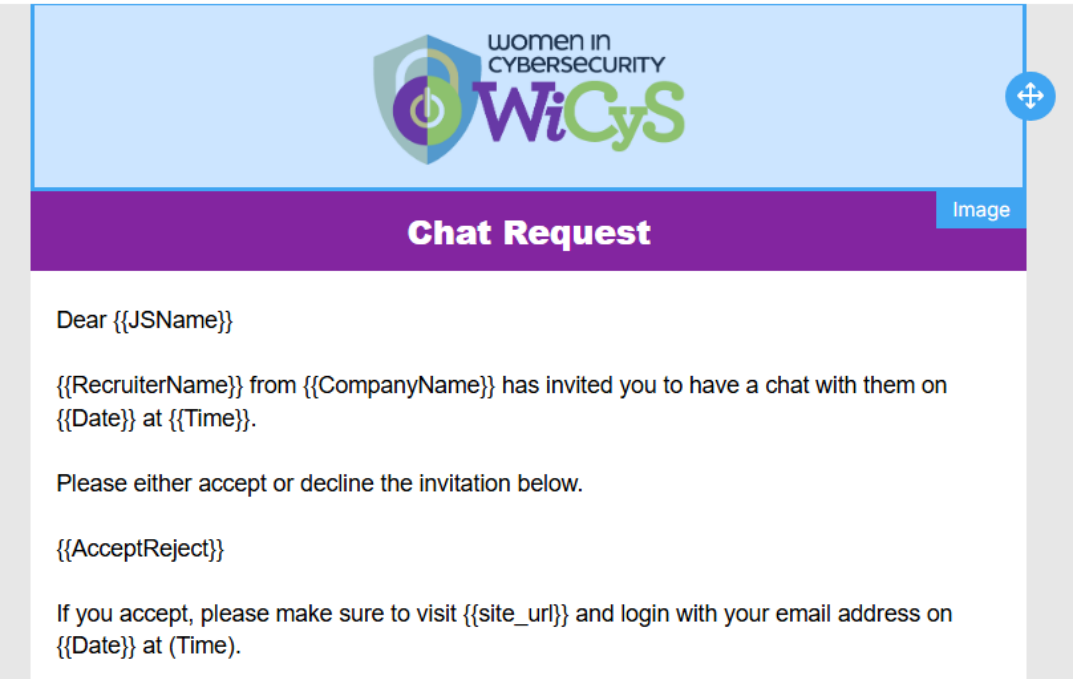
Update Profile:

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.



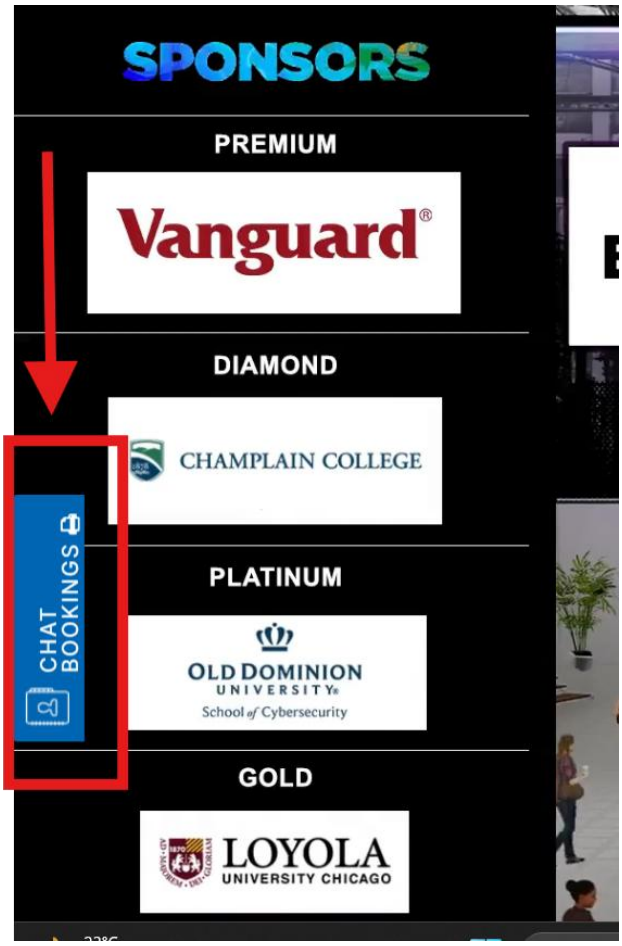
Chat Invitation

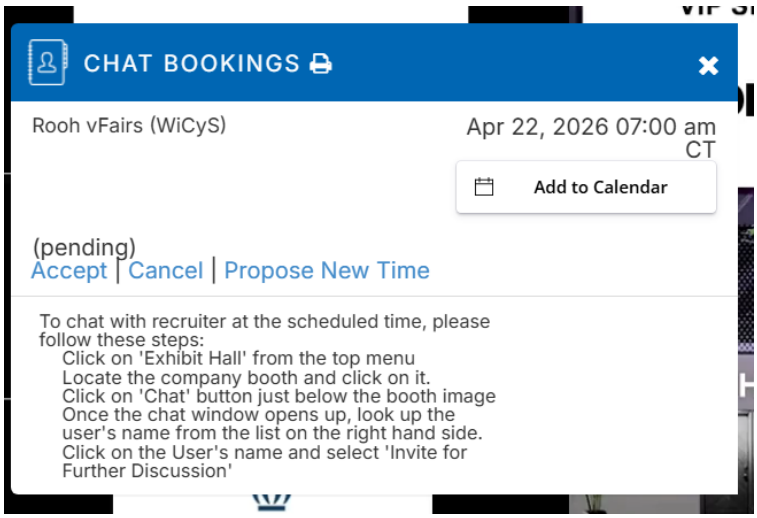
You may receive Chat Invitation from an Exhibitor. You will receive an email on your registered email address. You can *Accept* or *Decline* an invitation via the email received



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.

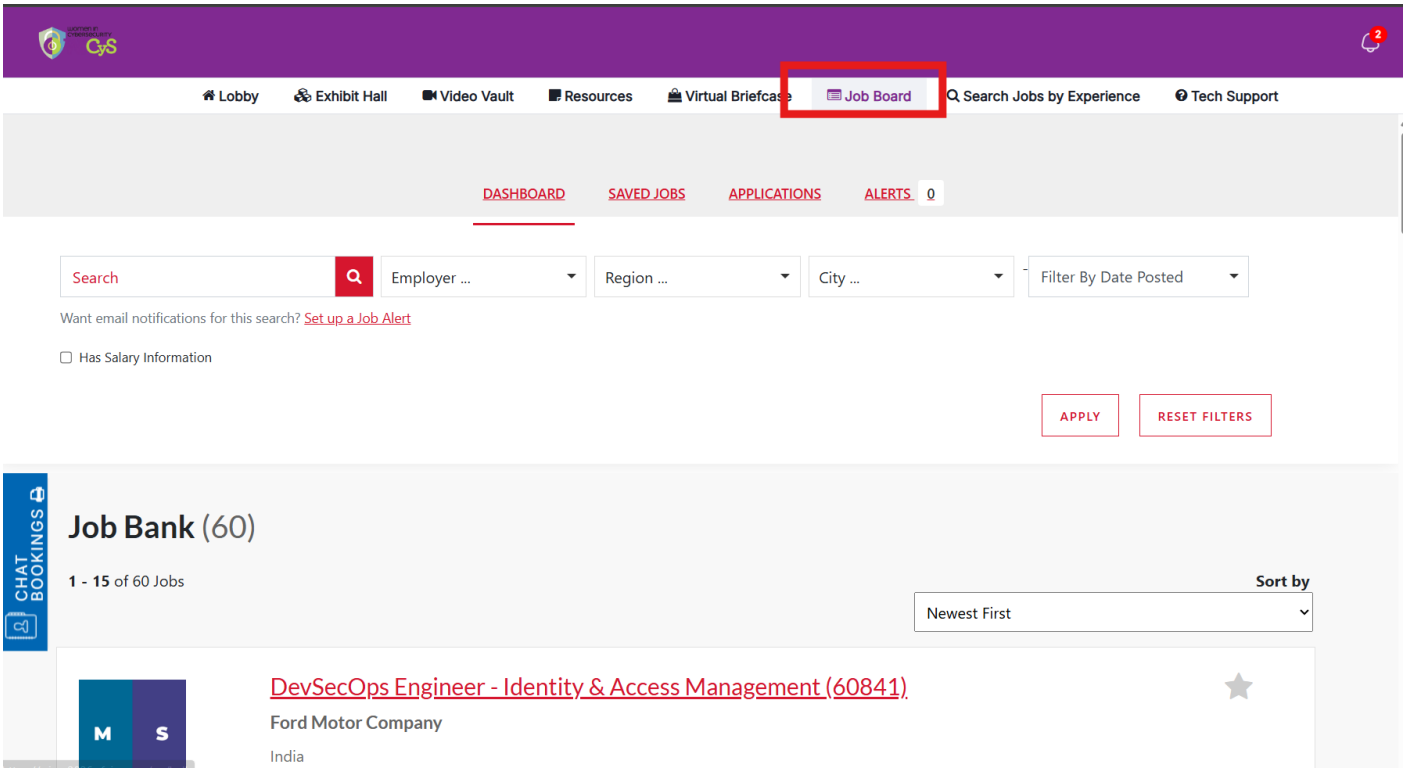




Jobs Board

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

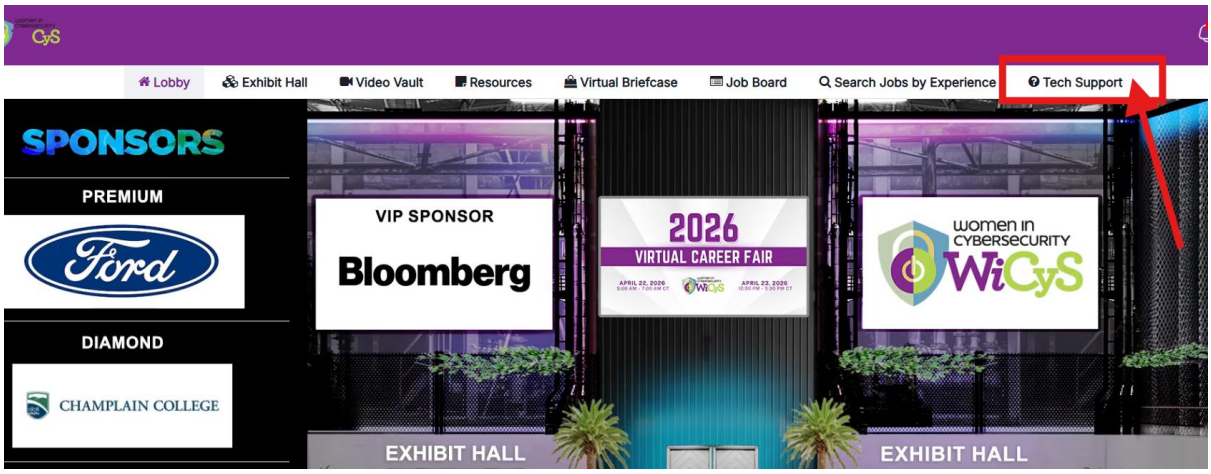
- Jobs By Employer
- Jobs by City
- Jobs by Date Posted



Technical Support

In case of any technical queries, send an email at wicys26@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!