



School of Professional Education  
and Executive Development  
專業進修學院



# PolyU SPEED Virtual Career Fair 2020 User Guide

Date: 18 - 19 June 2020

Time: 10:00 A.M. - 5:00 P.M.

**SPEED**

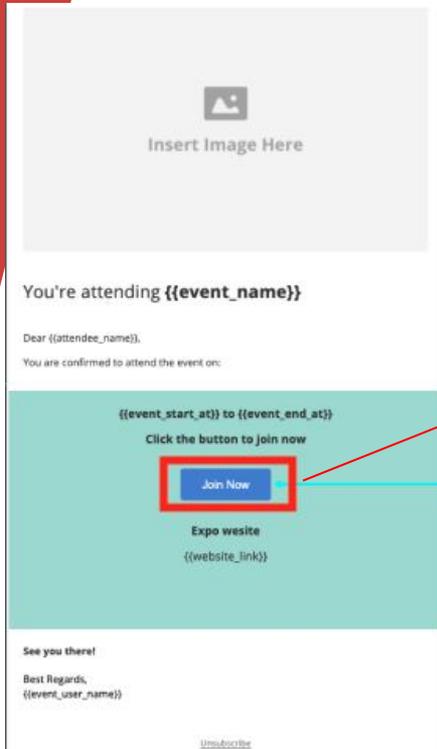
ECD-WIE Office  
*School Employability*



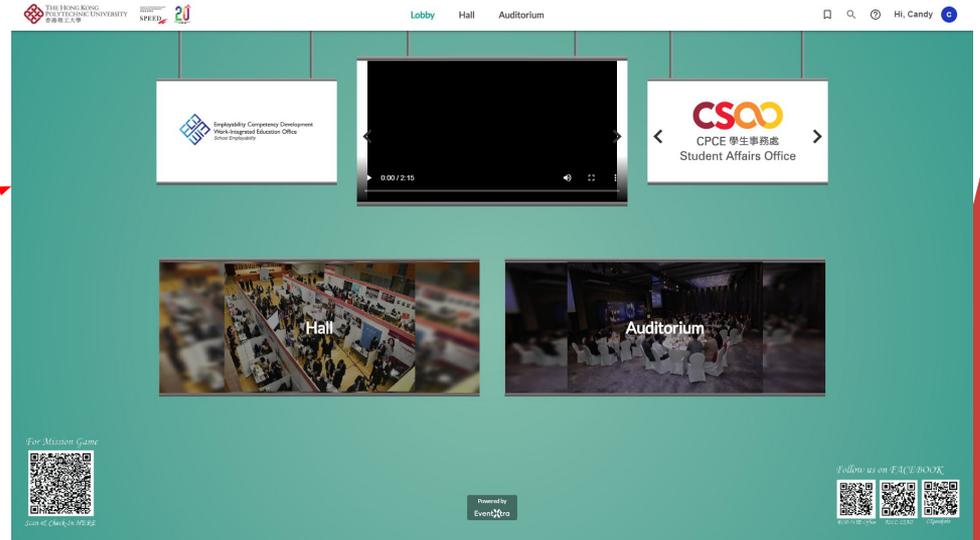
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# Visit PolyU SPEED Virtual Career Fair 2020 via the direct access link

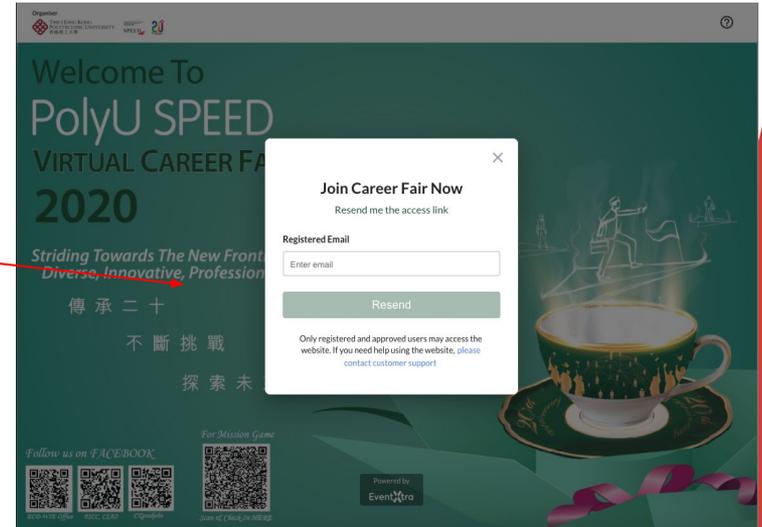
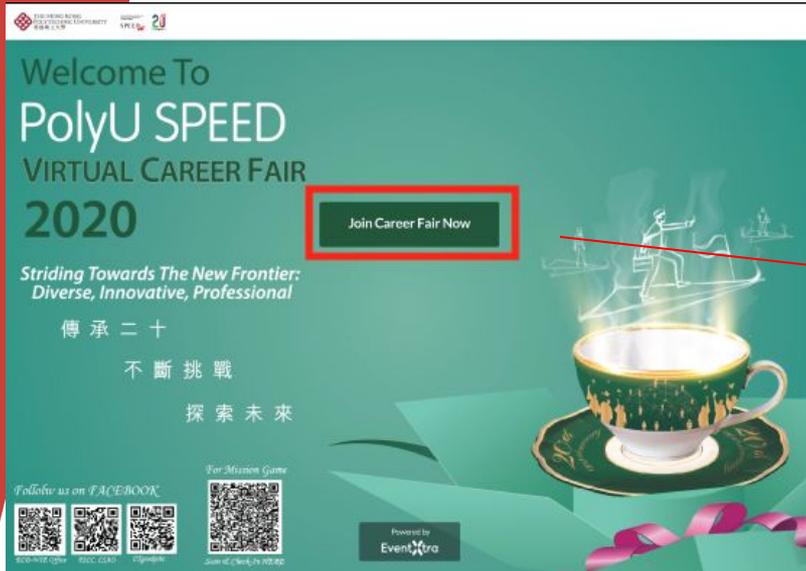


1. An email with a magic link will be sent to both students and staff.



2. Click "Join Now" in the email will direct you to the Lobby of PolyU SPEED Virtual Career Fair 2020.

# Retrieve your access link

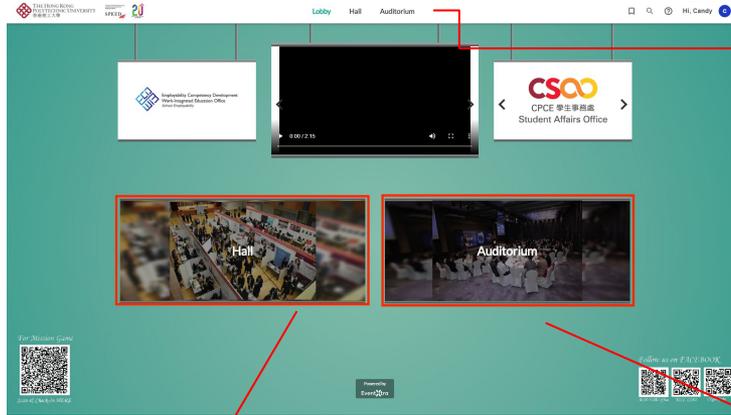


In case you did not receive the magic link, please visit  
<<http://polyuspeed-vfair.eventxtra.com/>>  
and click the “Join Career Fair Now” button.

Input a registered email address and the system will re-send an email with an access link.

Sender's Email Address: SPEED <notification@eventxtra.com>  
Email Subject: [Activation of User Account] PolyU SPEED Virtual Career Fair 2020

# Lobby



Lobby Exhibition Hall Webinar

## My Bookmarks

- View and download the bookmarked files.

## Help Center

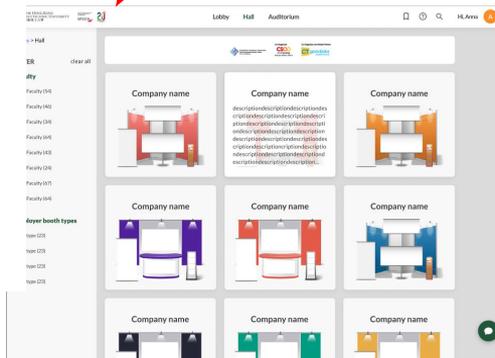
- Contact the Help Desk for enquiries.

## Search

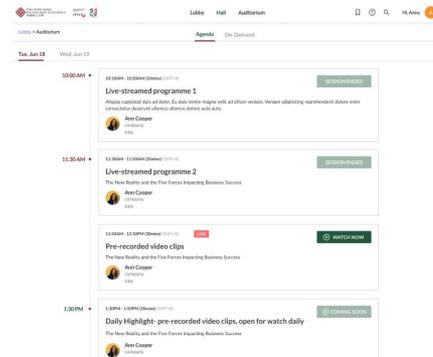
- Locate the booth / webinar by searching the booth or webinar name.

- Click the top menu to access the Lobby, Exhibition Hall and Webinar page.

- Click the "Exhibition Hall" image to visit the exhibition booths.



- Click the "Webinar" image to visit auditorium page.

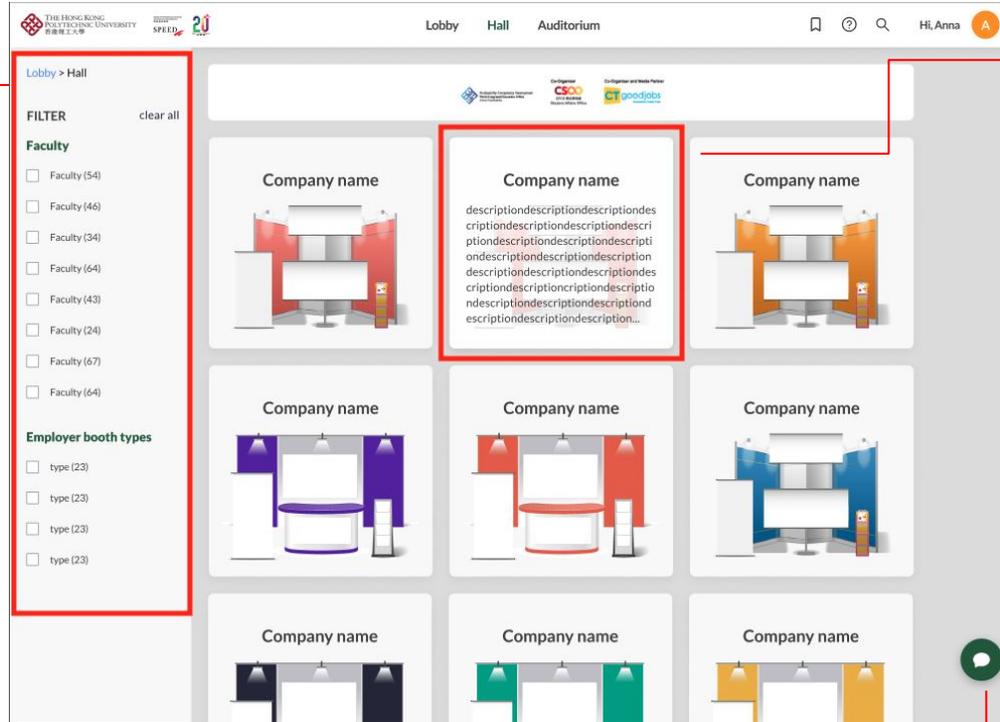


# Exhibition Hall

## Apply Filtering

- Select the filters, the page will display the respective result automatically.

- Click "Clear all" button to clear the selected filter options.



- Preview the company description by hovering the pointer at the booth thumbnail image.

- Click the thumbnail image to visit the booth.

Click to open the chat room to communicate with each others who are in the Exhibition Hall.

# Visiting the Booths

The screenshot shows a virtual event booth for Accenture. At the top, there are navigation links for 'Lobby', 'Hall', and 'Auditorium', along with a user profile 'Hi, Anna'. The booth itself has a central purple table with the Accenture logo. To the left is a pull-up banner with a video player. A man in a suit stands to the right. A floating chat window asks 'Hi, what can I help you?' and offers options: 'Chat', 'Leave a Message', and 'Meetup'. Below the booth, a 'Description' panel is open, showing details for 'EventXtra' software.

**Description** Files

**EventXtra**

INDUSTRY  
Software

DESCRIPTION  
An event management software which lets you create localised event experience, automate workflow for your events and collect leads while attending any events. An event managements.

WEBSITE  
<https://eventxtra.com/>

FACEBOOK  
<https://www.facebook.com/>

- Click "View More", the page will scroll down to Description part.

- Click the pull-up banner to enlarge the image / play the embedded video.



- Join the Booth Chat Room and communicate with the exhibitors and the visitors of the same booth.



- Send an email to the exhibitor.

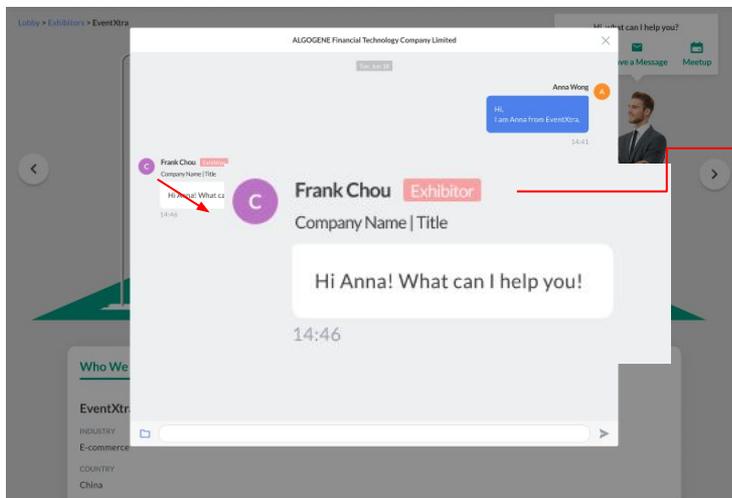


- Schedule a meeting with the exhibitor.

# Instant Chat

Click  Chat, the booth chat room will pop up at bottom right.

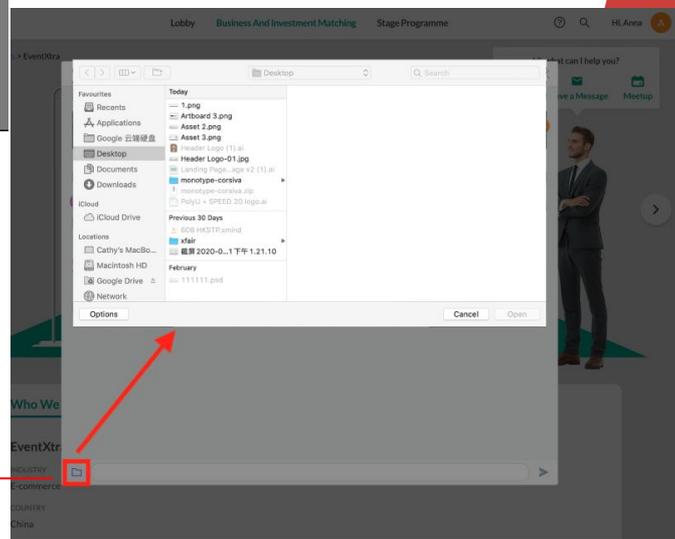
Students can communicate with the exhibitor and other visitors of the same booth.



There is a “Exhibitor” tag next to the name in the chat room, so that they can be easily identified by the visitors.

- The chat room allow uploading files and students can send CV / files to the exhibitor.

**\* The files will also be visible to everyone in the same chat room, we recommend you to send CV through private chat (refer to p.7) and not to disclose personal information in chat room.**





# Scheduling Meetups (Not applicable to exhibitors)

## #000 HKSTP HKSTP Global Matching 2020 - Business Matching

30 min  
Web conferencing details provided upon confirmation.

CEO: XXXXX  
CTO: XXXXX  
CMO: XXXXX

### Select a Date & Time

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hong Kong Time (14:19)

### Step 1:

Select an available date.

### Step 2:

Choose an available time slot.

### Step 3:

Confirm your time slot.

### Step 4:

Fill in your name and email address for the system to schedule a meetup.

You should now receive a Zoom link and a meeting appointment in the provide email address.

## #000 HKSTP HKSTP Global Matching 2020 - Business Matching

30 min  
Web conferencing details provided upon confirmation.

CEO: XXXXX  
CTO: XXXXX  
CMO: XXXXX

### Select a Date & Time

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hong Kong Time (14:19)

Thursday, July 16

times you're available

- 09:30
- 10:00
- 10:30
- 11:00
- 11:30
- 12:00
- 12:30
- 13:00
- 13:30

## #000 HKSTP HKSTP Global Matching 2020 - Business Matching

30 min  
Web conferencing details provided upon confirmation.

CEO: XXXXX  
CTO: XXXXX  
CMO: XXXXX

### Select a Date & Time

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hong Kong Time (14:19)

09:30 Confirms

- 10:00
- 10:30
- 11:00
- 11:30
- 12:00
- 12:30
- 13:00
- 13:30



## #000 HKSTP HKSTP Global Matching 2020 - Business Matching

30 min  
Web conferencing details provided upon confirmation.

09:30 - 10:00, Thursday, July 16, 2020  
Hong Kong Time

### Enter Details

Name \*  
Eirene

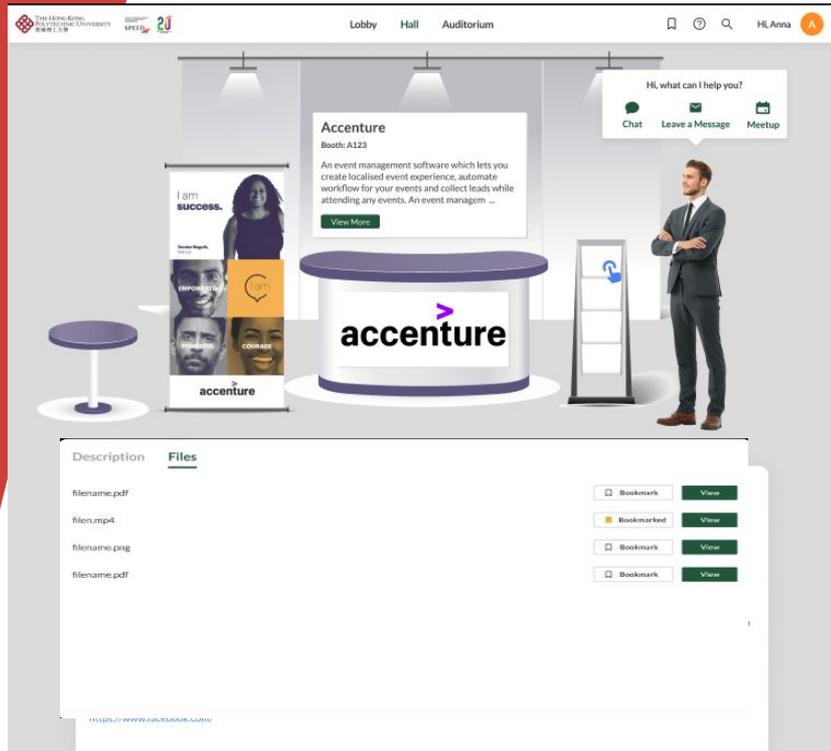
Email \*  
eirene@polyu.com

Add Guests

Please share anything that will help prepare for our meeting.

Schedule Event

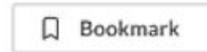
# View or bookmark booth files



Click the Magazine Rack or “Files” tab to view and bookmark the files.



- To view the file.



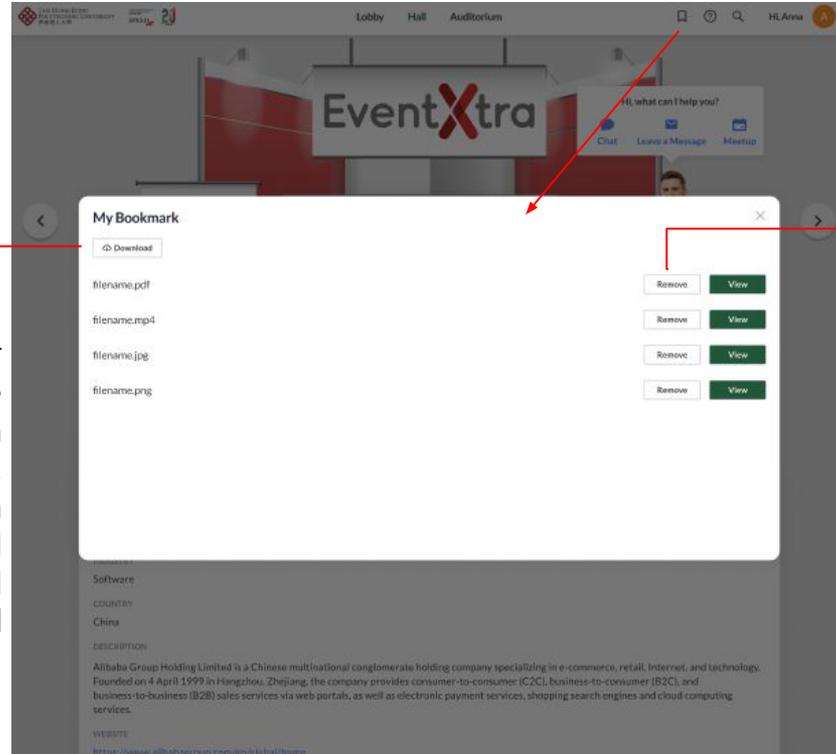
- Click the “Bookmark” button to tag it.



- The bookmarked files will be saved to “My Bookmarks”. 

# My Bookmarks

- Click Bookmarks  on the menu bar to view "My Bookmarks".



 Download

- A HTML Bookmark List with all saved files will be downloaded. You can open the HTML page, view the files and open them in a new tab, and right-click to download the files to your local drive.

Remove

- Remove the file from the bookmarks.

# Webinar

The screenshot shows a website interface for a webinar. At the top, there are navigation tabs for 'Lobby', 'Hall', and 'Auditorium'. Below this, there are sub-tabs for 'Agenda' and 'On-Demand'. The main content area displays a schedule for 'Tue, Jun 18' and 'Wed, Jun 19'. The schedule includes:

- 10:00 AM**: **Live-streamed programme 1**. Status: SESSION ENDED. Description: Aliquip cupidatat duis ad dolor. Eu duis minim magna velit ad cillum veniam. Veniam adipiscing reprehenderit dolore enim consectetur deserunt ullamco ullamco dolore aute aute. Speaker: Ann Cooper (company, title).
- 11:30 AM**: **Live-streamed programme 2**. Status: SESSION ENDED. Description: The New Reality and the Five Forces Impacting Business Success. Speaker: Ann Cooper (company, title).
- 11:50 AM - 12:10 PM (30mins)**: **Pre-recorded video clips**. Status: LIVE. Description: The New Reality and the Five Forces Impacting Business Success. Speaker: Ann Cooper (company, title). A green 'WATCH NOW' button is visible.
- 1:30 PM**: **Daily Highlight- pre-recorded video clips, open for watch daily**. Status: COMING SOON. Description: The New Reality and the Five Forces Impacting Business Success. Speaker: Ann Cooper (company, title).

A red arrow points from the 'WATCH NOW' button in the 11:50 AM slot to the right-hand image.

- Click the Webinar tab to view Webinar agenda and descriptions.
- Click  to watch the live webinar.
- Click the speaker's icon to view the speaker's information.

The screenshot shows a popup window displaying speaker information. The popup has a close button (X) in the top right corner. It features a profile picture of Ann Cooper, her name, company, and title. Below this, there is a detailed biography of Robert Waldinger, a psychiatrist, psychoanalyst, and Zen priest. The text describes his role as Clinical Professor of Psychiatry at Harvard Medical School and his work on the Harvard Study of Adult Development, which tracks the lives of two groups of men for over 75 years.



ECD-WIE Office  
*School Employability*

# Enjoy the Fair!

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