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

SPEED

ECD-WIE Office
School Employability

PolyU SPEED Virtual Career Fair 2020 User Guide

Date: 18 - 19 June 2020

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

Content

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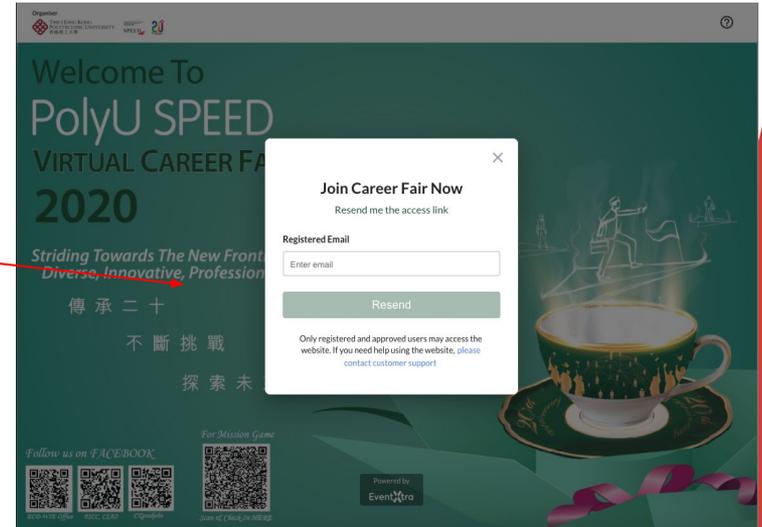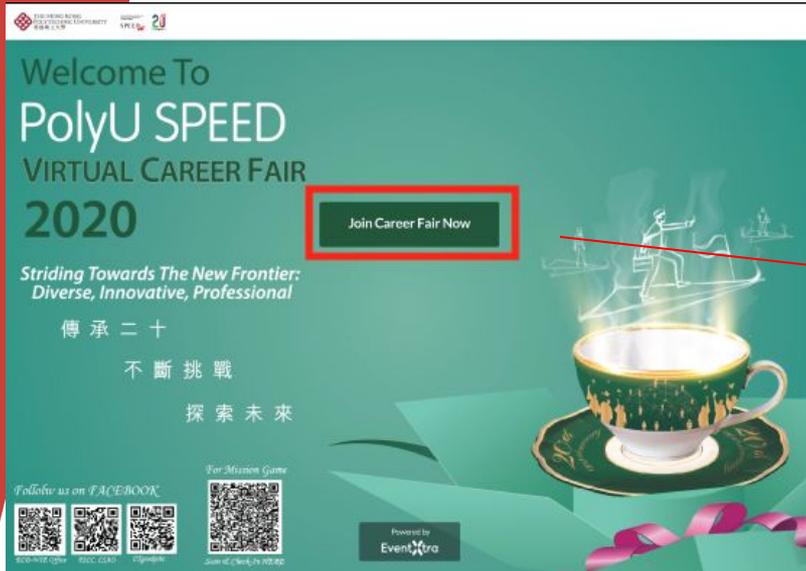

1. An email with a magic link will be sent to both students and staff.
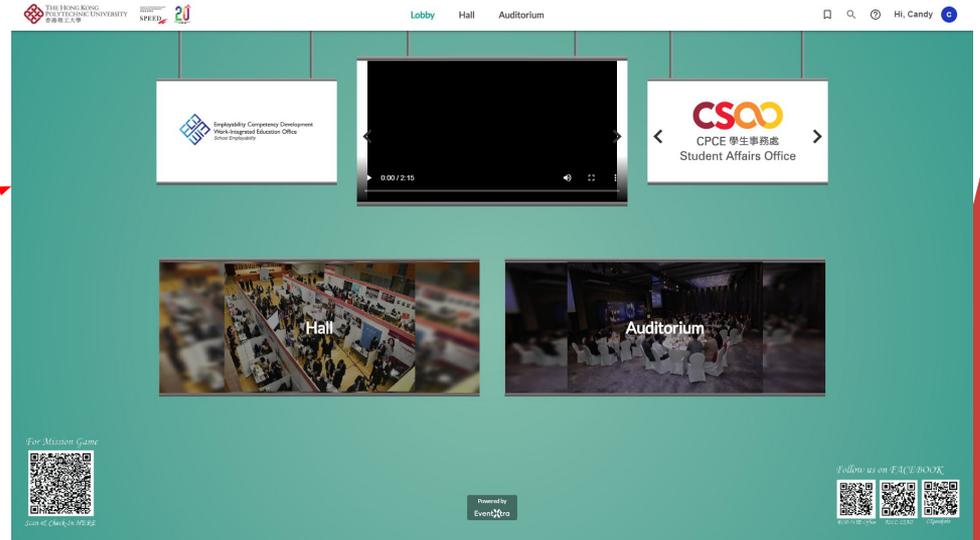
2. Click "Join Now" in the email will direct you to the Lobby of PolyU SPEED Virtual Career Fair 2020.
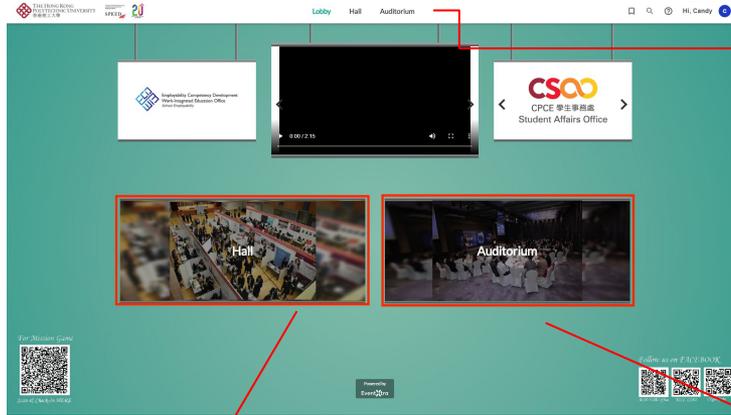
Retrieve your access link

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

My Bookmarks
- View and download the bookmarked files.

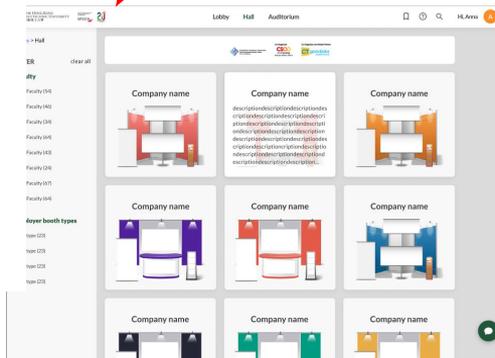- Click the top menu to access the Lobby, Exhibition Hall and Webinar page.

Help Center
- Contact the Help Desk for enquiries.

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

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

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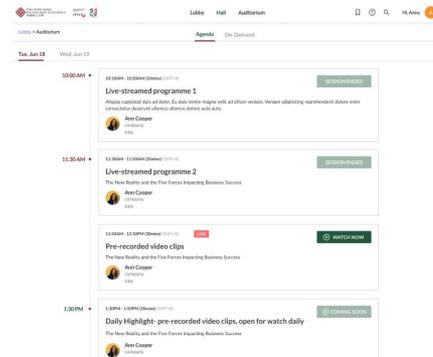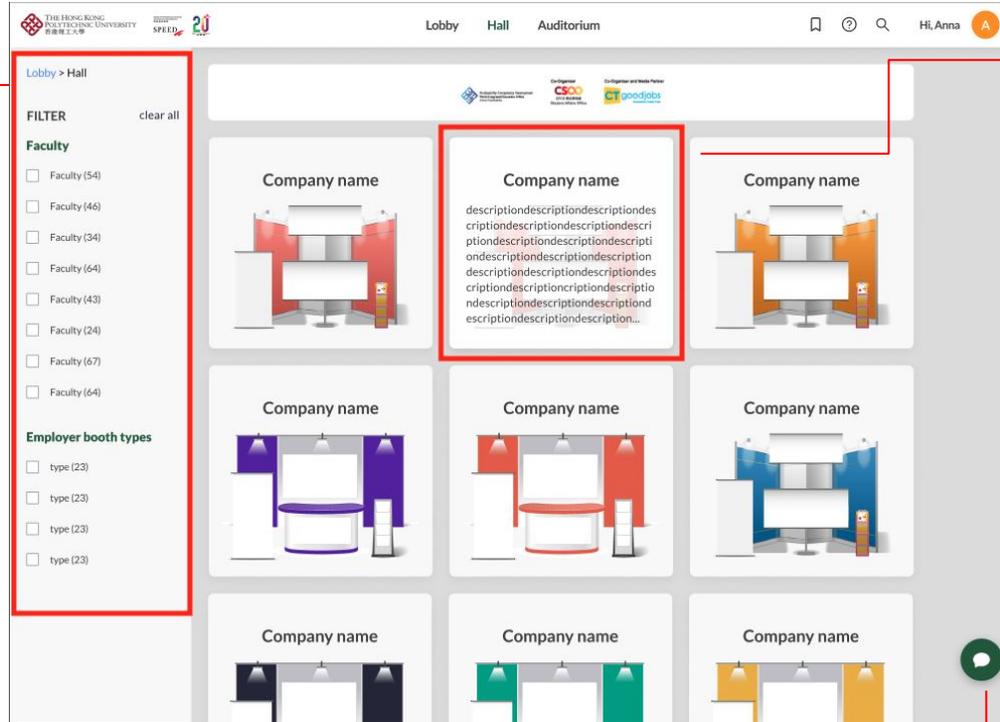
Exhibition Hall

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

- 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.
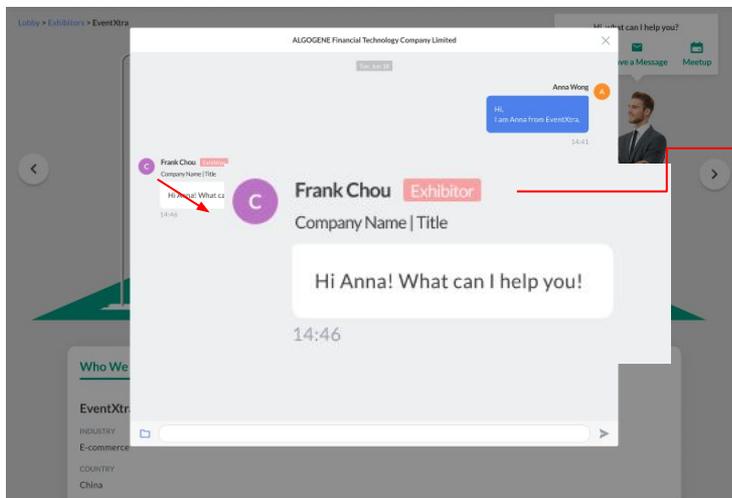
- Send an email to the exhibitor.

- Schedule a meeting with the exhibitor.

Instant Chat

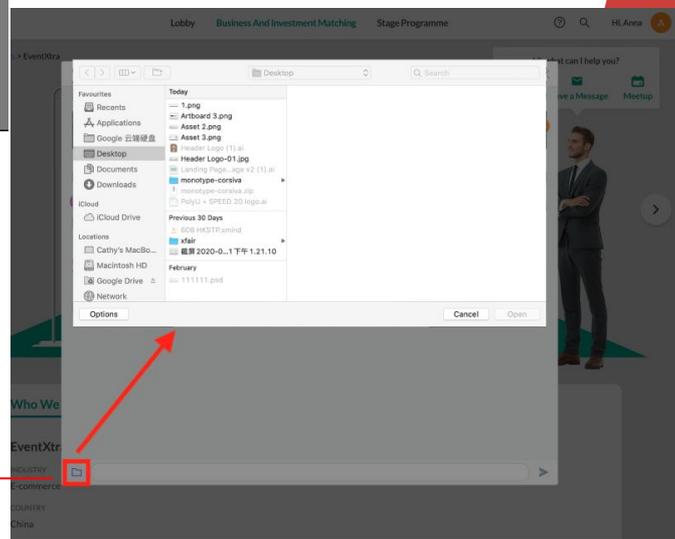Click 💬 Chat , the booth chat room will pop up at bottom right.

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.

Initiating the Private Chat

- Chat history for each booth and participant.

- In the group chat room, click 👥 to view the participant list of the chat room.

- Choose a participant to initiate a private chat.

- Click the back button to return to the chat history.

Scheduling Meetups (Not applicable to exhibitors)

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.

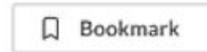# View or bookmark booth files
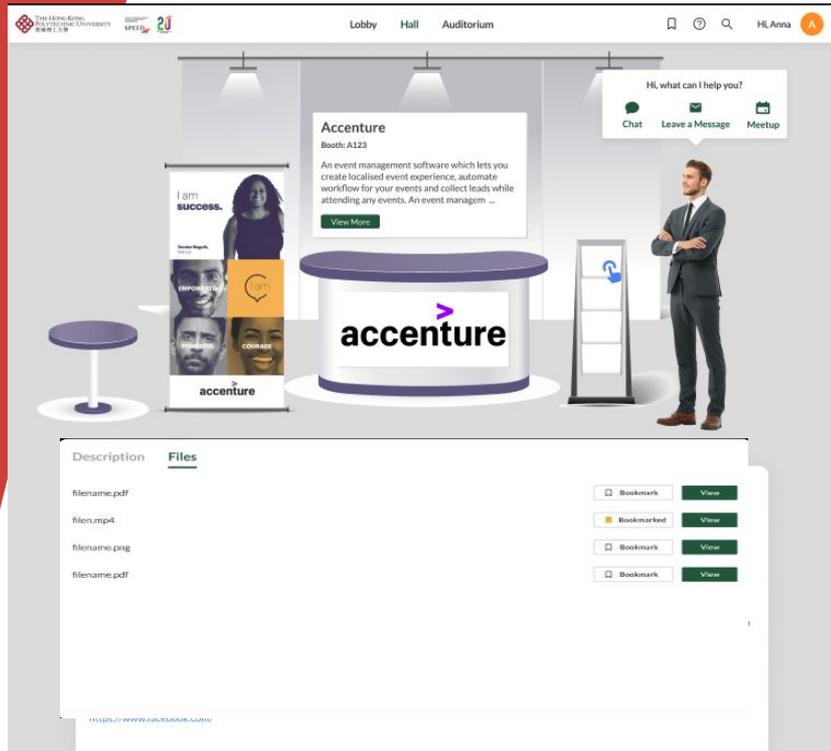
Click the Magazine Rack or "Files" tab to view and bookmark the files.

View - To view the file.
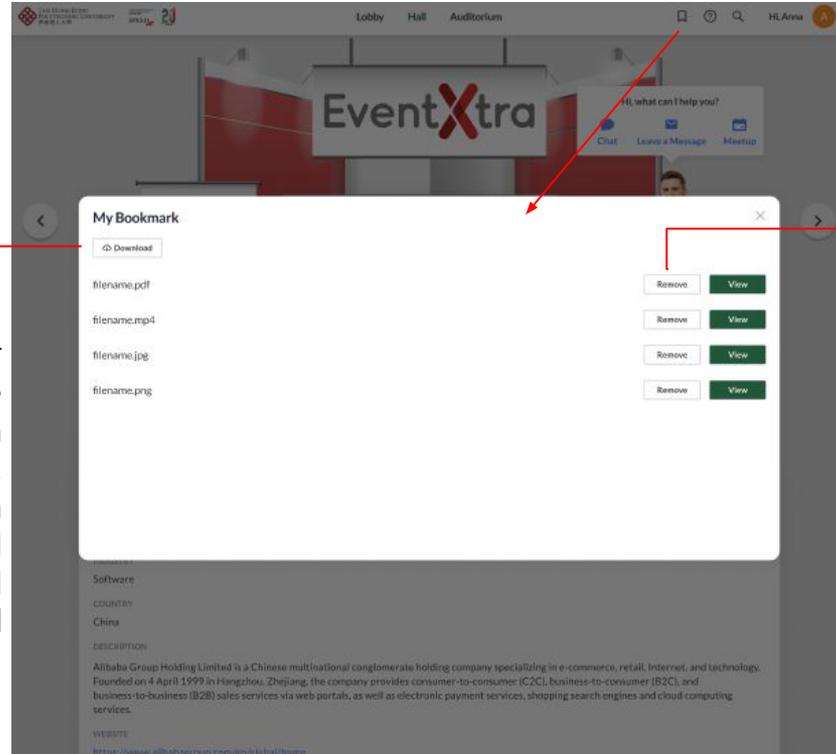
Bookmark - Click the "Bookmark" button to tag it.

Bookmarked - The bookmarked files will be saved to "My Bookmarks".

My Bookmarks

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

- Remove the file from the bookmarks.

- 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.

Webinar

- 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.

ECD-WIE Office
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Enjoy the Fair!

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