

# Virtual Career Fair Agenda

## Arrivals & Mingling

- Recruits arrive in the room and naturally form groups of 10 people or less for best speaking and listening capability.
- Recruiters may arrive early and already be in the room prior to the start of the event.

## Welcome

- Host greets the room to welcome the recruits and explain the activities of the event. Make a toast or start a presentation to speak to the entire room.
- Go over the key features for new users. Visit our [Help Center](#) for help getting started.

## Activity 1

- Host chooses and leads the room in a Recruiting activity.
- We recommend [Hiring Mixer](#).

## Activity 2

- Host chooses and leads the room in a second recruiting activity.
- We recommend [Introductory Questions](#).

## Announcement

- Host makes or starts a presentation to thank everyone for coming, share any necessary information, and encourage further networking.

## Mingling

- Recruits continue to network with their new connections, exchange contact information, and set up meetings for the future. i

## Farewell & Departures

- Host gives closing message and recruits begin to depart from the room.
- Host can close the room for all or leave it open for people to leave slowly.

# Hiring Mixer

## How it Works

- Use Room Items like our Recruiting Item Set to add physical "booths" to your room that people can gather around. Determine where your recruits will position themselves around the room.  
  
\*Groups must be 10 people or less for best speaking and listening capability in any Preciate room.
- Host speaks to the room. They can make a toast or start a presentation (disable group conversations to have the full attention of the room during this time).  
  
\*See the next page for notes and help center articles on Preciate's controls and features.
- Instruct recruits to gather together in the center of the room. It is okay if there are more than 10 people in the center as everyone will be listening to the announcement and dispersing shortly.
- Host will use the Start a Conversation feature to prompt discussion and each pair will converse. Choose from one of the existing ice breakers or create your own talking point. Talk about it for 2-3 minutes. Then close the conversation.
- Explain to the recruits that they will move freely around the room to speak to different representatives at their respective booths. Announce who is at which booth and encourage recruits to spend no more than 15 minutes at each to allow everyone time to speak with different people.  
  
\*Put important information in the chat for participants to refer to.
- Recruits move freely around the room, visit booths, exchange contact information, and take brief breaks away from everyone else in the corners of the room. Option to place helpers in the corners of the room to assist recruits and answer questions.
- Use the chat box to send direct messages to people within the room. This is the best way to share email addresses, phone numbers, and links to resumes and LinkedIn Profiles.
- Host makes a toast at 15 mins to remind recruits to move around the room and visit different booths.
- Host makes additional toasts to give a 15 minute warning, and then to announce time is up.

## End

## Suggestions

- Works for groups of up to 300 people. The room size will expand with the number of participants.
- Remember to spread out and maintain speaking groups of 10 people or less for best speaking and listening capability in any Preciate room.
- For groups of 50 people or more, recruits may have to wait their turn to visit a booth. Encourage them to not flock to the same part of the room at once, or consider using Connected Rooms for the event.

## Controls & Features to Use



### Compass

- Turn on Compass to make quadrants visible on mini map and in room.



### Make a Toast

- Speak to the entire room. Making a toast will lower everyone's audio so that they can tune into your announcement.



### Chat

- Send a direct message to everyone in the room or to an individual participant.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How to Design a Preciate Room](#)
- [How do I make a toast in a Preciate Room?](#)
- [How do presentations work in Preciate Rooms?](#)
- [How do I chat in a Preciate Room?](#)

# Introductory Questions

## How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.
- Once the groups have formed, the host will provide the room with questions to help everyone get to know each other. They can read them aloud while giving a toast, and put them in the chat box.

\*See the next page for notes and help center articles on Preciate's controls and features.

- Here are some examples of introductory questions:

-Where were you born?

-Where do you live?

-Did you go to college?

-Do you play an instrument?

-What organization are you a part of?

-What is your department/role??

-Where is your favorite place to travel?

-Do you speak a second language?

- Give the room 5-7 minutes to answer the questions within their small groups.
- Provide new questions for the same groups to answer, or instruct the groups to shuffle so that everyone is speaking with some new people and use the same questions.
- Repeat as many times as you would like and feel free to allow the groups to spend more time answering the questions.
- Allow some time at the end for anyone to continue conversations that were started during the introductory questions.

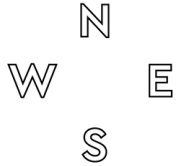
## End

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## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do I make a toast in a Preciate room?](#)