



**Make the most of this event in its new Virtual Format. These how-to resources will help you create your virtual stall, showcase your company, attract and identify the most relevant students and make the most of your time.**

**Click on the links below to access the resources:**

**[1. Create your profile and register for the event](#)**

- a. Create your account
- b. Registering for the event
- c. Overview of the recruiter page

**[2. Set-up your stall](#)**

- a. Add content including organisation logo, promotional videos, FAQs
- b. Add chat topics
- c. Add colleagues to your chat team

**[3. Add slots for students to book a chat](#) (optional)**

- a. Create slots for you and your colleagues
- b. Accept/reject student requests for slots

**[4. Manage incoming chats requests at the event](#)**

- a. Claim and filter inbound chats
- b. Chat and call features

**[5. Reach out to students at the event](#)**

- a. Access an overview of student attendees at the event
- b. View CVs and reach out to relevant students
- c. Filter candidates with specific requirements

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