Virtual Event: SASE STEM Career Fair

Getting Started:

This manual aims to guide you so you can make the most of your participation in the SASE STEM Career Fair! The manual will elaborate on how you can navigate through the virtual platform.

Important Dates:

October 15th  Spruce up your profile and upload your resume (pdf).
October 16th  6pm - 9pm (EDT) Networking Lounge Open
October 17th  1pm - 5pm (EDT) Career Fair Open
Main Page:

Type in the URL: [https://sase.vfairs.com/](https://sase.vfairs.com/) in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari or Firefox for best performance.

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Login:

Click on the Green Login button on the Homepage. It will open a pop-up asking for your Email ID and Password. These can be found in your registration confirmation email. It was sent to you by events@lookingcube.com.

![Login Screen](image)

After you have provided the information, you can click on “Login”.
Lobby:

Once you have successfully Logged In, you enter the Virtual Lobby.

You can go to the different places in the Virtual Environment from the Lobby.
Exhibit Hall:

Clicking on the Exhibit Hall button in the top navigation bar will take you to the Exhibition Hall where all Exhibitor Booths are located.

You can mouse over the right or left side of the booth displays to access different booths. You can also find a booth using the Exhibitors Index in the bottom left. All booths are listed alphabetically in the Exhibitor Index.

To enter a booth, click on that booth in the Exhibit Hall or the name of the booth in the Exhibitors Index located on the bottom left of the screen.
Booth View

Clicking on the booth will take you inside the booth as seen below.

You can click on both the graphic panels and along the white bar below the booth to access company information. Below the white bar, videos, documents and other options might also be available. You can click on the “Chat” tab to access the chat area.
Chat:

Click on the “Chat” tab in each booth and you will be taken to the chat area. You can also go to chat using the ‘Tech Support’ tab on the top navigation bar. Booth Reps and visitors can have public as well as private chat.

Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

Recruiters can also initiate a private 1:1 chat or video meeting from the chat screen. If you would like to accept this meeting, follow the prompts.
A ‘Join’ button will appear automatically next to it when it is time for the session to start. Click on the Join button to play the video.
Resources:

The Resources section contains all the documents available in the event. You can filter the documents by booth.

Swag Bag:

As you go through documents in the event, you can add them to your Swag Bag. This allows you to save documents and videos in the virtual bag so that you can view them later. It is recommended that at the end of the Career Fair, you click on Swag bag from the blue navigation bar and email the contents of the bag to yourself. You can do the same with videos in the video vault.
Tech Support:

In case you have any technical queries, you can click on “Information Desk” in the Lobby and it will take you to the Technical Support Chatroom. In case you have any questions, write an email to sase.vfairs@getvfairs.io and we will be happy to assist you.