

## CAREERS IN MANUFACTURING VIRTUAL EVENT Guest User Guide

**Wednesday, March 30, 2022**

**10:00am-1:30pm**

Open House Style – stop by anytime

Live streamed demonstration at Noon for all guests

*Welcome to the Careers In Manufacturing Virtual Event. We're are excited and looking forward to meeting you.*

Below is important information that will provide you with guidance on how to utilize the virtual platform to the best of its abilities.

**Event Entrance Link:** This url link will be emailed to you approx. 2-3 days before the event. If you have not heard from us, please contact [darla.price@thenma.ca](mailto:darla.price@thenma.ca), 905-424-4232 and/or [admin@thenma.ca](mailto:admin@thenma.ca)

**Computer Needs:** For the best experience possible, we encourage you to use an up to date desk top computer and not a cell phone, tablets do not work at all.

**Arrival at the Event:** When you click on the event link, you will be brought to our event landing page.

Click on the – Sign in to join event!

You will be prompted to register – use your own password – and to set up your avatar. Please use the email provided upon registration.

**AVATAR:** Your avatar is your person at the event. See the floor plan image. You will want to include your name, picture, social media handles, and/or any information you want to share with others when they meet you – think of it like your profile and business card wrapped into one.

Your avatar will always be present at a table – you cannot say “float” around the room and only click on the table when you want to join. Once you are done at a table, please move on to the next to leave your seat open for another guest. If you would prefer to not sit at a table with other guests and need a quiet moment - there are many “OPEN” tables with seats on each floor where you can park yourself to rest. See the floor plan image.

**VISITING A TABLE:** On your screen (see floor image below) you will notice tables with approx. 2-6 seats at those tables. To visit a table (manufacturer) click on a table seat. When you click, your screen will change and a pop up screen featuring the table owner and other guests at the table will appear - in like a zoom type meeting. You can interact with guests live, as they can see and hear you.

**CHAT FEATURE:** Within the platform features you can chat with other guests directly or as a large group. You can chat at your table as well.

**Live Demonstration at Noon** – Presentation Mode – when a speaker is on the stage for all to view, you will no longer have live visual access to guests at the tables. BUT if you want to chat with a guest or continue a conversation you can live chat with them privately or the entire table, while watching the demonstration. This will only occur during the time of Noon to 12:30pm.

**Floor Layout:** If you find the floor is too large for your screen, you can click and grab the floor and move it around, you can also zoom in and out using your computer screen zoom features.

## **FLOORS**

Like a traditional convention centre, the event may have a few floors. When you arrive at the event, you will arrive on one of the floors seated within a table.

Along the left side of the screen is a keypad – like an elevator, you will click on the number of floor you want to join – 1, 2, 3. See floor plan image.

Each floor has:

**Manufacturers Tables** – those who want to meet with guests to talk about their companies, learn about you and share information on their career opportunities.

**Quiet Tables** – a place for you to rest, take a phone call, jump away for a minute without closing and leaving the platform

**Help Desk** – get technical support at any time, located on floor 1 and 2

**Event Organizers Table** – if you have specific questions about the event, you can ask one of our planners, located on floor 1 and 2

**Personality Assessment Table** – located on floor 1 – stop by and chat with People Focus Training who can help you with results of your assessment, talk about your career goals and ask for advice.

**Virtual Plant Tour & Personality Assessment:** Can be accessed through the buttons on the right side of your screen/floor.

## **SHARING INFORMATION – AFTER THE EVENT**

To review current job/careers postings from our local industry, and to share your resume please visit

[www.careersmfg.ca](http://www.careersmfg.ca)

Job postings will be updated on a continuous basis throughout 2022. If you haven't found a job yet, we encourage you to regularly visit the website.

## **SEE FLOOR IMAGE NEXT PAGE**

# EXAMPLE FLOOR IMAGE

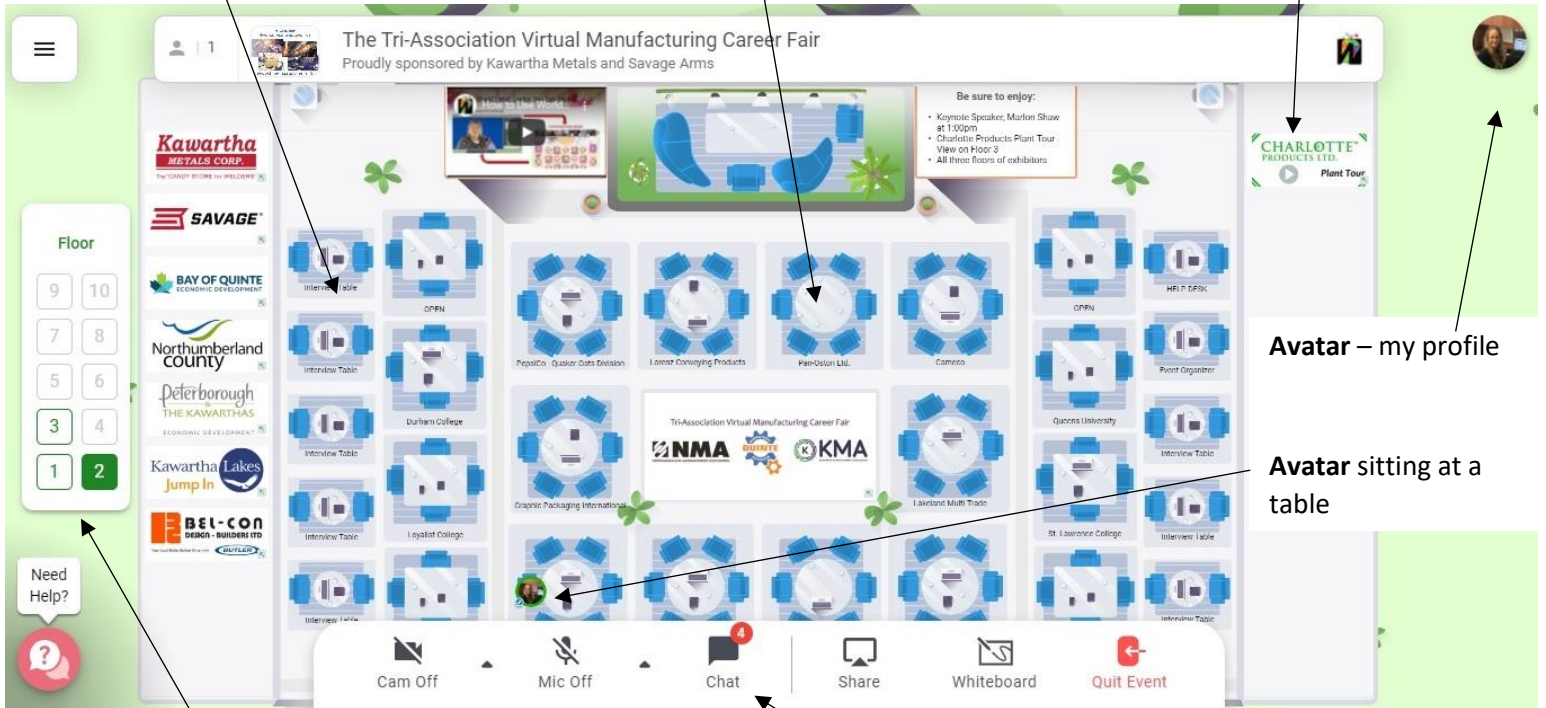
Quiet Tables

2 Seats

Manufacturers' Tables

6 seats

Access Plant  
Tour/Personality  
Assessment



Avatar – my profile

Avatar sitting at a table

Chat feature

Keypad to move up and down floors