Virtual Fair Top Tips
Following our first virtual fairs on the Handshake platform we would like to share a few Top Tips for the fair you are participating in.

In advance:

- Handshake support employers hosting virtual fair sessions via desktop web access only, and the recommended browsers are Chrome, Firefox, and Edge (only the most recent version of Edge). Employers may be able to launch sessions via mobile web successfully, however, this not officially supported by Handshake and does have several limitations:
  - On any mobile web access, employers are unable to share their screen.
  - On iOS devices, employers will only be able to use Safari, as Apple does not allow third party browsers access to the device camera or microphone.
  - On Android devices, the camera and microphone should be able to be accessed by any browser.
- Test your tech in the week before the fair (once your schedule has been created). See Creating Schedules article: [https://support.joinhandshake.com/hc/en-gb/articles/360050523014-Creating-a-Schedule-for-Virtual-Fairs](https://support.joinhandshake.com/hc/en-gb/articles/360050523014-Creating-a-Schedule-for-Virtual-Fairs)
  - Each representative should tech test as their settings, device and browser choices differ
  - Check the audio and video settings on your chosen device/browser.
- Schedule breaks – perhaps do three 10-minute 1:1s with a 10-minute break in case sessions over-run, there is a warning at 9-minutes but the session does not close automatically.
- Look carefully at any limitations you have put on your sessions regarding year of study or subject for both internships and graduate roles (Level 4 is first years and Level 6 is finalists for example).

On the day:

- To access the fair: Log into your account, select ‘Fairs’ from the left-hand menu and find the relevant fair. You will then see your registration and if you click on ‘Schedule’ it will take you to the screen where you can launch both the group session and any 1:1s your team have scheduled (they will see their own schedule). A video walkthrough of how it works is available [here](#) and a written version of that walkthrough is available [here](#).
- The fair will open an hour before students can gain access, in order for you to do final tech checks – ensure you use the same device and browser as your earlier test.
- If a representative is unable to attend at the last minute it is possible to move their whole schedule to a representative who does not have a schedule at all, so consider adding a volunteer who can be called upon if required. If this is not possible then cancel the sessions so a student can book with a different rep. This cannot happen if your representative is a ‘no show’ which then disadvantages the student (see managing schedules link below).
- Handshake help centre link is [https://support.joinhandshake.com/hc/en-gb](https://support.joinhandshake.com/hc/en-gb) (if you Google this you may end up on the US site instead, which is easy to spot as UK uses centre/US uses center).

Useful links

Video Requirements & Troubleshooting: [https://support.joinhandshake.com/hc/en-gb/articles/360051802973](https://support.joinhandshake.com/hc/en-gb/articles/360051802973)

Resetting Password: [https://app.joinhandshake.co.uk/password_resets/new](https://app.joinhandshake.co.uk/password_resets/new)

Signing into Handshake: [https://app.joinhandshake.co.uk/](https://app.joinhandshake.co.uk/)


Additional steps may be required for security with your domain/firewall. Use the Twilio network test to test internet, audio, visual, etc: [https://networktest.twilio.com/](https://networktest.twilio.com/) If the test fails you will need to follow-up with your own IT department. Please see dedicated employer article for more specific steps that you can follow/share with your IT department.

Regards
The Events Team