

Cambridge University Careers Service virtual fair booking information

Booking requests may only be made via the Handshake portal (via the Fairs tab in the side-bar) and for organisations not registered see these useful links: [Sign up to Handshake](#) - [Getting started with Handshake - for employers](#) - [Handshake employer training videos](#)

Participants must be relevant to the sector covered by the fair and be either:

- An organisation recruiting paid graduate level roles and/or internships
- A registered charity offering internships/work experience opportunities
- A post-graduate education provider
- A professional body

At a 'not-just for profit' or an information fair, participants may be individual alumni wishing to share their experiences of a sector with our students. There will be no charge for these participants

Agencies will need to provide confirmation from the client that the agency has been authorised to deal on their behalf. An agency may not register direct on handshake, nor attend a virtual fair unless they are wishing to recruit staff to work within their organisation, and not promote on behalf of any client.

Our aim is to offer as wide a range of employer types and roles to our students as possible, therefore the Careers Service reserved the right to decline a booking request.

How the booking process will work - via the Fairs tab all current fair titles are listed - read the descriptions of those of interest to ensure you qualify. Fairs still in the planning process are not listed – look back later.

1. Complete the fair registration template, adding text about the organisation and at least one representative (use the registrant if you initially select only one). Up to 15 representatives can be allocated to a fair.
2. Reserve an additional colour advertising page in the flip-book programme if desired, this advert will be positioned adjacent to your free text entry. Once authorised please supply A4 artwork in high-resolution PDF (300dpi) or j.peg format.
3. Once your company is accepted, the lead user will receive an email from Handshake with further instructions to 'build your schedule'. Creating Schedules: <https://support.joinhandshake.com/hc/en-gb/articles/360050523014-Creating-a-Schedule-for-Virtual-Fairs> article <https://support.joinhandshake.com/hc/en-gb/articles/360052504513-Video-How-to-Set-a-Schedule-for-a-Virtual-Fair> video. You will also get the top tips for testing tech in advance and what your reps need to do on the day. If you do not get this within 2 working days, and you have checked spam, please email events@careers.cam.ac.uk to check with us direct.
4. Payment is required prior to the fair (no refund in the 8 weeks prior to each fair).
 - a. CREDIT CARD - e.sales link for (similar link for any advert) including vat. EU and 'rest of the world' payment links are available on request via events@careers.cam.ac.uk.
 - b. INVOICE - only for firms **unable** to pay by credit card, and for which an additional charge may be due. Request a customer set up form via events@careers.cam.ac.uk (please do not pay using previously stored payment details - a specific invoice is required). Include a PO on the set-up form if required. We are unable to issue pro forma invoices or quotes, the auto acknowledge booking mail from Handshake should be used.
5. Your company **representatives** need to register on Handshake and they will need to **log on to claim their schedules** (i.e. availability for 10-minute 1:1 conversations and 30-minute group sessions). The 1:1s and group sessions can be by chat, audio or video depending on your and/or student preferences. The group sessions are limited to 50, if you want a larger audience you can opt to provide your own url. You can have up to 15 reps, so can involve those with specific specialisms for a short time as nobody has to leave their place of work.
6. Your reps should test their tech in advance, and on the day (fair opens an hour early for this purpose) and **Top Tips** will be sent out, with useful links to facilitate these checks.

In support of the fair activity:

7. You should upload details of any live jobs / internships etc. that students can apply for.
8. Look at profiles students have added into Handshake and invite them to book a session at the fair (you can have 100 unsolicited emails) but if a student has interacted with you by following or booking a session they are excluded from this limit of 100.
9. Consider running a virtual event (presentation/workshop) in advance of the fair or following it.
10. Follow up with fair participants