

Office of Career Services
College - The American College of Greece


Home / Events / Career Fairs

Events

Career Fairs | Publication Requests

1 - 4 of 4 Career Fairs

Options	Career Fairs	Accepting Registrations	Days
View + Sign Up	Career Days: Virtual Fair Day Final TEST	Yes	Nov 04, 2020 9:30 AM - 5:30 PM
View + Sign Up	Career Days: Virtual Fair Day 1	Yes	Nov 18, 2020 12:00 PM - 6:00 PM
3 ✓ Registered	Career Days: Virtual Fair Day 2	Yes	Nov 19, 2020 12:00 PM - 6:00 PM
View + Sign Up	Career Days: Virtual Fair Day 3	Yes	Nov 20, 2020 12:00 PM - 6:00 PM

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After logging in to the ACG Career Portal, Click on 'Events' (1), located on the left-hand side bar, and then click 'Career Fair' (2). From there the above Event page will be visible and you should click on the box titled 'Registered' (3).

Events

Career Fairs Publication Requests

Overview **4 Registration** My Positions All RSVP'd Students



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THE AMERICAN COLLEGE OF DEREES
Pierres
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1975

Career Days

November 18-20

Job & Internship Fair

Virtual event, real career networking!



Career Days: Virtual Fair Day 2

Nov 19, 2020 - Nov 19, 2020

Our annual Career Days is going virtual this year.

Different organizations will be joining each day. Here's your opportunity to meet online some great people!

The fair will begin in:

40	21	42	8
Days	Hours	Minutes	Seconds

This will take you to the Overview Page, as above. Click on 'Registration' (4) to access the Company Information.

Title
Marketing Coordinator

Meeting Instructions
3

1 on 1 Chats

Expected Chat Time per Student: 15

Instructions: Any time

Group Chat

Instructions: TBA

Schedule: TBA

CONSENT FORM

I have been informed and I hereby provide my consent for the processing of the aforementioned data: Yes

I hereby provide my explicit and unreserved consent for the processing of my contact details by ACG in order to receive information on Office of Career Services news and events of ACG.: Yes

Modify

5

Scroll to the bottom of the page and click the 'Modify' (5) button in order to edit the information available.

Events

Career Fairs Publication Requests

Overview Registration My Positions All RSVP'd Students

Contact Information

Profile Information

Representatives

1 on 1 Chats

Group Chat

CONSENT FORM

Previous **6** Next

i Add one or more representatives attending this event. It is possible for you to edit information or change representatives later if needed.

Number of Representatives **9**

Attending

Representatives are granted access to chat with students. Your registration must be re-confirmed if you update representatives later. All information entered below may be displayed to students. "Meeting instructions" section: Add your virtual meeting link and instructions to students on how to connect. "Alternative instructions" section: Add an email, phone number or alternative meeting link if students are unable to connect using the primary virtual meeting link. Use the "Insert/Edit link" toolbar option to add the URL to the online meeting platform of your preference, so that students can join you faster.

Representative Information* **7** Expand Remove

8 Add New

Previous **Next**

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Click the 'Next' (6) button until you arrive to the information you would like to edit. In order to edit an existing Representative's information, click on 'Expand' (7 – see next slide for example). To add an additional Representative, click on 'Add New' (8) to add the additional contact information. Make sure to also edit the Number of Representatives above (9).

Representatives are granted access to chat with students. Your registration must be re-committed if you update representatives later. All information entered below may be displayed to students. "Meeting instructions" section: Add your virtual meeting link and instructions to students on how to connect. "Alternative instructions" section: Add an email, phone number or alternative meeting link if students are unable to connect using the primary virtual meeting link. Use the "Insert/Edit link" toolbar option to add the URL to the online meeting platform of your preference, so that students can join you faster.

Representative Information* ALEXANDRA MATSOUKI Collapse Remove

Full Name*

[Redacted]

Email Address*

[Redacted]

Title

Marketing Coordinator

Division

[Redacted]

Meeting Instructions

B *I* [List] [List] [List] [List] [Link] [Image] [Image] [Image]

3 10

p

Alternative Instructions

B *I* [List] [List] [List] [List] [Link] [Image] [Image] [Image]

p

Add New

Previous 1 Next

Example of Representative Information. Each Representative must have their own unique open Meeting Link in the Meeting Instructions Box (10) that students will be able to reach them on the day of the event. See the final page for relevant "How-To Links" to create open meeting links. Once complete, click 'Next' (11) to update the Meeting Link.

Contact Information

Profile Information

Representatives

One to One

Group Chat

CONSENT FORM

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Next

Maximum number of minutes each representative is expected to chat with each student. This information helps students prepare and keeps everyone on track. To ensure student queues don't stagnate, this value should be set between 5 and 15 minutes.

Expected Chat Time per Student*

15

Let students know when your one to one chat will be hosted.

Instructions*

B *I* [List Icons] [Link Icon] [Image Icon] [Link Icon]

Any time
12

p

Previous

Next

Include any relevant instructions to students in the Instructions Box (11). I.e. 'Make sure to have the Zoom/Skype/MS Teams app downloaded or open on your computer for the chat. Alternatively, you could also include again the representatives and their links again here. Make sure to continue clicking 'Next' until you have reached the final page to ensure your information has been updated (13).

How to Create Meeting Links

In order to assist you with creating your meeting links for the ACG Career Days, please see the helpful links below for Tutorials for the different available platforms.

Zoom

See below to create and share a Zoom meeting link –

Video & Step-by-Step Tutorial: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

MS Teams

See below to create and share a MS Teams meeting link –

Step by Step Instructions (with photos): <https://www.uvm.edu/it/kb/article/creating-and-sharing-a-teams-meeting/>

Video Tutorial: <https://www.youtube.com/watch?v=ZXhGkDWYdfg>

Skype

Meet Now & How Set it up: <https://support.skype.com/en/faq/FA34926/what-is-meet-now-and-how-do-i-use-it-in-skype>

Note: Meet Now chats can be quickly set up and shared with others in two easy steps. However, all new Meet Now chats will initially have the same title and profile picture. Tap or click on the Chat Header in your meeting and select the Edit text button button to rename it and add a profile picture.

Our team looks forward to having your organization join us for the first Virtual ACG Career Days and we remain at your disposal for any further assistance or clarifications.