As you prepare for your virtual career fair, it's important that you register for employer sessions in advance. You can only attend sessions you registered for. Registration closes when a session begins or reaches capacity. You'll be able to sign up for additional sessions on the day of the fair. Students will be able to sign up for group sessions with availability up till one minute before the start of the session. Once the session has started, students will not be able to sign up. Check out this article to learn how to register.

1. Click on Events from the top menu bar in Handshake. Alternatively, you can click on Events from your Handshake homepage as well.
2. On the events page, you can use the filters at the top of the page to narrow down the displayed list.
   - Use the **Virtual** filter to identify virtual fairs that your school is hosting or is invited to attend!
     - To view our events, select **Only posted by my school** under **All Filters**.
   - If you'd like to save an event or fair for later, click the bookmark icon, then use the **Saved** filter to view those at a later time.
3. Click on the name of the fair you'd like to register for, then click **Register** in the upper-right corner.
4. A popup will appear on your screen with information for you to review. Click **Register** on this popup when you're ready to proceed.
5. Once you're registered for the fair, you'll be able to view and sign up for available employer sessions. Click the **Available Sessions** tab in the upper-left of the page, below the fair title and date/time.
6. When you locate an employer that you'd like to sign up for a session with, look for the session information to appear below the employer name and description.
   - Group sessions will have a custom title and indicate a length of 30 minutes.
   - 1:1 sessions are indicated by "*One on One with EMPLOYER NAME*"
7. Click on the name of the session you'd like to sign up for. Review the information, and if you'd like to proceed, click **Confirm** to sign up.

Some employers have set qualifications to define which students can register for their sessions. To ensure you qualify for employer sessions, **make sure you have filled out the following fields on your profile:**

- **School year, major and GPA,** which can be found on your profile
- **Work authorization status,** which can be found on the Privacy & Settings page

Here are some additional resources to help you prepare for the fair:
- Watch this Video to Locate and Register for Virtual Fairs
- Handshake's Guide to Success at Virtual Career Fairs

Employers are able to host two types of sessions to interact with students:
- Group Sessions:
  - 30 minutes each
  - multiple students can attend
- 1:1 Sessions:
  - 10 minutes each
  - one student and one employer representative can attend
In these sessions, employers will be identified as the Host, and they will be able to share their screen with participants.

Double check your technology. You'll need an internet connection, speakers and a microphone, and a supported device. Learn more about technical requirements for virtual fairs here.

If you're looking for more guidance on navigating a virtual career search, we are here for you! The Center for Career Development team is available to help you before, during, and after the fair. Don't hesitate to email us any questions or schedule an appointment with your career advisor. We are looking forward to seeing you virtually at the fair!

Best,
Center for Career Development