

### Before the Online Fair

**Research exhibitors** - take a look at the [exhibition hall](#) to see who will be there on the day.

**Tailor your CV** - there are a number of [free services](#) that can help you with this.

**Prepare questions** - you will speak to a number of employers on the day. Treat each engagement as if you are applying for a job with them.

**Decide on appropriate clothing** - if you wish to use the video call function, ensure you are dressed professionally and your background is appropriate.

**Check your technology** - use Google Chrome for the best experience.

**Watch the site demo** - see how the fair will look during a live fair. The demo will show you how to send a message to an exhibitor and ask for a video call.

*Tip: speaking to a stranger on video call can be daunting. Why not practice with a friend and rehearse what you want to ask?*

### During the Online Fair

**Access the fair:** [www.greaterlincscareersfair.co.uk](http://www.greaterlincscareersfair.co.uk). Use Google Chrome for the best experience. You do not need to log in or create an account as a visitor.

**Explore the site:** click on the different icons to find out what is happening on the day, this will help you to become accustomed to the site.

**Visit the Main Stage:** here you will be able to [view talks](#) from employers and support services as they go live throughout the day.

**Search exhibitors:** click on [Exhibition Halls](#) and browse the list. Filter the exhibitor list by selecting different options on the left hand side (e.g. by location).

**Chat with exhibitors:** go to a virtual stand and select 'start a conversation'. Introduce yourself and explain what you are looking for. The exhibitor will help to guide the conversation.

**Request a video call:** speaking over video call is highly effective and allows your personality to come through whilst speaking to employers. They are more likely to remember you if you make the effort to speak over video link.

*Tips: exchange contact details with the exhibitor so you can reconnect after the fair. You can also send in your CV via email during the fair.*

*If you struggle to connect via video call, why not arrange a follow up appointment with the exhibitor on Zoom or Skype?*

### After the Online Fair

**Follow up** with any contacts you made, send an email so they don't forget you.

**Revisit the [website](#)** - all of the content will stay live until the next fair (email contact only).

**Note** future Online Jobs Fairs in your diary - see upcoming dates [here](#).

**Get [help and support](#)** from the National Careers Service, or your local Jobs Centre Plus.