

FAQs – Exhibitors, Greater Lincolnshire Online Jobs Fairs

Is it free to exhibit at the fair?

Yes, the Online Jobs and Careers Fairs are free for exhibitors and visitors.

What is the Registration Process like?

The registration process is easy to follow. It allows you to fill in information including whether or not you have job vacancies or apprenticeship opportunities, if you are a training provider or offering support and advice. Please be aware that fairs operate on two different websites, depending on the audience:

Monthly Online Jobs Fairs (for adults) taking place on www.greaterlincsjobsfair.co.uk

Stand-alone Online **Careers Fair for Young People** taking place on www.greaterlincscareersfair.co.uk

What information is needed to register?

All exhibitors will provide general information about their organisation to build a virtual exhibition stand. This might include the jobs you have available, where you or the job is located, what type of business you are, or what sort of support or training you have on offer. It is important that the information is correct as this is what visitors will see. Exhibitors can add their logo, website links, social media handles, images and video content for visitors to watch. You can also upload pdf documents.

I don't have job vacancies, can I still exhibit?

Yes. All Greater Lincolnshire exhibitors are welcomed regardless of having vacancies at this moment in time. Visitors will be able to filter the exhibitors they want to see based on their personal search criteria. It is recommended that you upload some suitable material that reflects career opportunities at your organisation.

What can I expect from the fair as an exhibitor?

The free Online Job and Careers Fairs will enable you to advertise current vacancies, raise awareness of careers or training in your organisation, and chat directly with attendees via instant message and video link.

There will be a wide range of exhibitors at the fair, from large employers to small, local businesses. All sectors and industries are invited, to showcase the opportunities that Greater Lincolnshire and Rutland has to offer. College and training providers, plus skills and employment support services will also be attending on the day.

Who will be attending the fair as a visitor?

A wide range of visitors are expected to the Greater Lincolnshire Online Jobs and Careers Fair. Many will be adults who are looking for a new job due to the coronavirus pandemic; some may have been

out of work for longer. The fair is also advertised to young people, school leavers, students and recent graduates. Visitors are also welcome if they are who are looking for a career change or looking for a new opportunity in their current sector.

The LEP also holds specific careers fairs for young people. The next one will take place on 14th July 2021 via www.greaterlincscareersfair.co.uk

Do I need to be available for the whole duration of the jobs fair?

Ideally, yes, at least one person from your organisation needs to be available for the duration of the fair. Exhibitors might want to allocate 2 members of staff to help manage the instant messaging function and requests for video calls.

How do I get access to my virtual stand on the morning of the fair?

To log in to your account, go to www.greaterlincsjobsfair.co.uk/login. If this link is not working, type it afresh directly into your search bar. Ensure you are using Google Chrome for the best experience.

You will need to use the same email address and password that you registered with.

Please be aware that if you edit your profile during the live fair, your stand will temporarily disappear from the live site until someone is able to approve the new content.

I have multiple members of my team available to answer enquiries. How do they all log in?

Team members all share the same login you used for registration. They will all see the same information so you must organise between you who deals with what. Perhaps one team member for video calls, and one for chat, but you can have as many team members available as you like.

I am working remotely. How do I know if my colleague is answering a chat message?

If you see a chat reply from a colleague, you'll know they've already engaged. Video requests must be accepted by you before a call link is generated. If you see a call link, a colleague is already engaged, otherwise you can accept the request and take the call.

What if I spot a mistake or typo on my exhibition stand?

You can make edits anytime, but it will mean your virtual stand requires moderation/approval before showing again to the public so please proof everything in advance of the day.

How will video calling work?

Everything is found in the 'Messages' section, once you've logged in to your virtual exhibition stand. This area only appears during a live event. If a visitor asks for a video call, you are able to generate a link by clicking on 'invite to a video call'.

Who can I contact if I have a problem accessing my virtual stand?

Please email jobsfair@lincolnshire.gov.uk

Do I need to prepare anything in advance of the live fair?

Just like a real fair, you'll need to prepare for general questions, and have information available. We recommend asking visitors for their email address so you can send them helpful and relevant

information after the live event.

What happens after the event?

All of the content on the platform will be available for visitors to view until the next fair. Visitors may contact you with follow-up emails or calls but will not be able to request video calls or message you.

I want to take part in the next event. How do I register?

You can register for the next event via:

www.greaterlincsjobsfair.co.uk/register (monthly jobs fairs aimed at adults)

www.greaterlincscareersfair.co.uk/register (bi-annual fairs aimed at young people)

Existing exhibitors can log in to their account and select 'I'm attending' in 'Settings'. You can also choose 'I'm not attending' – this will save your profile but your stand will disappear from the live site on the day of the next jobs fair, and not reappear until you attend another live event.

How do I delete my exhibitor account after the event?

If you wish to delete your account and your exhibition stand, please email jobsfair@lincolnshire.gov.uk. Please note this will permanently delete all of the saved information. In order to exhibit again at future fairs, you will need to register for a new account.

How can I get involved with speaking at a future event or supplying Main Stage content?

Please email jobsfair@lincolnshire.gov.uk.

Where do I send feedback?

We hope you have a good experience as an exhibitor. We welcome feedback to provide a better experience at the next event. Please email jobsfair@lincolnshire.gov.uk