ACS Virtual Event
Attendee Guide
Computer Checks

It is essential that you run the following Computer Checks *WELL IN ADVANCE* of the live event day to ensure that your computer is set up properly to perform successfully in the environment. Please consider the schedule and availability of your IT team should you require their assistance in adjusting firewalls, upgrading programming, etc. so please involve them early on.

**Port Communications Test:**
The port communications test determines which ports the Flash player is able to connect through on your network, and which ports, if any, are being blocked. Ports relate to firewalls, and will determine your ability to participate in group and private chats. There are 3 ports that will be checked: *port RTMP:1935 is the ideal connection; ports RTMP:80 and RTMPT:80 will allow you into the environment, but they may produce undesirable results, such as slow connectivity, stalled chats and dropped connections.* Ideal and recommended test results should show that all 3 ports are open.

**System Check:**
The system check contains a series of tests on your computer and network that includes the following: JavaScript Enabled, Flash Plug-In, Internet Browser Version, Screen Resolution, Pop-Up Blockers and Port Connectivity. These tests will determine your computer’s compatibility with the requirements necessary to enter the virtual environment.

**Troubleshooting:**
https://presentations.inxpo.com/SharedContent/HTML/Chat_Troubleshooting/Chat_Troubleshooting.htm
If you are experiencing problems passing the chat communications or system checks, it may be due to the configuration of your company's network. Certain firewall configurations can prevent the communication features from functioning properly. This Troubleshooting document will help in diagnosing common connection problems.

**Technical Requirements:**
The technical requirements provides details on which Internet browsers and Flash players are compatible with the virtual environment. It also provides links to update your browser and Flash player if needed.
Virtual Profile

The first time you log into the virtual event, the message below will pop up.

After clicking ‘OK’ you will be taken to the virtual event home page. From there, click on ‘Profile’ in the top toolbar to access your virtual profile.

*It is essential that you fill out your virtual profile completely and accurately in order to effectively network with employers, sponsors and other attendees. It will also make it easier for employers to find you in the virtual event.*
Virtual Profile– Profile Tab

The Profile Tab will include your contact information as well as an area where you may choose an image to represent yourself. You may select from a list of stock images, or you can upload your own photo. This is also where you can adjust your chat status settings, font and color choices, set an away message, and select options for forwarding the emails and vCards.

If you need to edit any of the information in the Profile Tab, simply type in the appropriate box and click ‘Save Changes’ when finished.
Virtual Profile–Registration ?’s Tab

If you registered as a Job Seeker for the ACS Virtual Career Fair, the information that you entered in the ACS Careers Jobs Database when registering for the event will automatically be transferred to the Registration Questions tab. *If you need to edit any of the information in the Registration Questions tab, click on the ‘Update my ACS Profile’ link. You will be taken back to the ACS Careers Jobs Database where this information originated.*

If you need to edit any of the information in the Registration Questions tab, simply type in the appropriate box and click ‘Save Changes’ when finished.
Virtual Profile– Resume Tab

The Resume tab is where you’re able to type in or upload your resume for the virtual event. Click on the ‘Add’ button to begin.

From here, you can enter information about the job you’re seeking and name your resume profile. You can either type in your resume into the text field, or you can upload an existing document. Note: You are able to have multiple resumes in your virtual profile.

Once you’ve completed your resume, click ‘Save Resume Profile’ and then click ‘Save Changes.’
Virtual Profile– Data Portal Tab

The Data Portal tab is where you’re able to access your event communications and reports, such as emails, chat transcripts, booths you visited, jobs you applied to, and more.
Home Page

After logging into the virtual event (and completing your Virtual Profile, if necessary), you will be taken to the home page. From the home page, you can visit the main areas of the virtual event.

**Employers:** Visit and interact with employers in their booth.
**Auditorium:** View webcasts and presentations.
**Resource Center:** Review information on ACS and the chemical, pharma and biotech industries.
**Networking Lounge:** Network with exhibitors, sponsors & other candidates via group chat.
Directory- Employers

After clicking ‘Career Fair’ in the home page directory, you will be taken to a directory where you will see a list of participating employer logos. Click on a company’s name to be taken to their booth. Any time you would like to go back to the Employer directory, click on ‘Career Fair’ in the top toolbar.
Employer Booths

There are many things you’re able to do in an employer’s booth:

1. If the employer loaded a video into their booth, it will play upon you entering the booth. If you would like to replay the video, click on the play button.

2. Group chat is your first opportunity to communicate with the employers. Use this area to ask general questions of the representatives.
3. Employers will be standing by in the booth during the live virtual event hours to answer your questions. Click on the ‘Users’ tab to see which representatives are currently logged in (they will be highlighted). Chat with them publically in the group chat, or request a private chat with them. Note: A yellow box around an exhibitor’s image means he or she is available. A red box means he or she is currently engaged in a private chat.

4. If you have personal/private questions to ask an employer, click on their name/image to view their virtual profile and then click ‘Start Chat’ to request a private chat with them.
Employer Booths– cont’d

5. By clicking on the content information tab/stand, a separate window will open up where you will be able to access all of the information the employers loaded into their booths, including documents, links, job postings, etc.
Auditorium

The auditorium features a variety of live keynote presentations that will be scheduled throughout the virtual event. It will also have a group chat box for attendees to engage in conversations related to the presentations. Scroll through the list of presentations and click on a presentation’s title to view detailed information about the speaker and the presentation. Next, click the ‘Attend Now’ button to launch the presentation in a new window. You will also be able to view archived presentations in the auditorium after their initial broadcast.
Networking Lounge

The networking lounge is a great place to network with other job seekers, employers and sponsors. This is also where you can use social networking platforms (Twitter, Facebook, and LinkedIn) to tell others about the virtual event or share comments. The lounge features a group chat where visitors can network or simply chat while taking a break. This is also where "Ask An Expert" chat sessions may take place, where you can interact with experts on particular topics. The topics will be announced in the virtual event.
Use the social networking links in the social networking lounge to connect, collaborate and engage with others through Twitter, Facebook and LinkedIn. Simply click on the icon of the social network you want to use.

Using Twitter, you can tweet from within the virtual event and review what others are Tweeting.

Using Facebook, you can update your Facebook status as well as view updates of other virtual event participants.

Using LinkedIn, you can find all of your LinkedIn connections who are also registered for the virtual event.

You can also access the social networking links via the bottom toolbar.
Resource Center

The resource center will house career and employment information about the American Chemical Society as well as provide insight into the chemical, pharma and biotech industries. Click on the subject categories on the left to sort through the available documents and links.
Career Consultants

The Career Consultants booth is staffed by experienced Chemists in industry and academia who will review your resume and provide you with helpful feedback. To visit their booth, click on ‘Career Consultants’ in the top toolbar.
There are four types of communications within the virtual event: group chats, private chats, in-event emails and vCard sharing. To review your previous points of communication, or to initiate communication with other event participants, click the ‘@’ icon in the bottom toolbar. This will open your personal Communication Center.

Here you can view current, previous and missed chats as well as any emails and/or vCards you received. You can also add virtual event registrants to your Connections List, so you can be notified when they log in.
Communication Notification

If you receive a private chat request, in-event email or vCard, you will be notified via a black communication window that appears in the top right corner of your screen. Note: The notifications will remain on your screen until you respond to them or close them out.

Chat Request - If you receive a chat request, you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

Email - You have the option to open, save or delete any new unread emails. *Note: you can only forward emails to other event registrants; you are not able to forward them to an external email address.*

vCard – The notification window will display the user’s contact information. You have the option to open, save or delete the vCard.
Private Chat Invite

If you are involved in a private chat with an employer, sponsor or attendee, you can invite others to join in on your chat.

Click on the ‘Invite’ button in the chat box.

Find the person you want to invite by typing their name in the user finder.

Click on the user’s name to invite them into your discussion.

Once they accept, the user will be able to participate in your private chat. You can invite as many people as you wish into a private chat.
Search

You can use the search feature to find employers, booths, sponsors, jobs and other attendees. To start, click on Event Search in the top toolbar.

A window will appear allowing you specify your search options. Click on the ‘More Options’ button to further narrow your search.

From here, you can check the boxes that apply to your search request, and click ‘Start Search.’

In your search results, a person with a blue icon next to their name indicates that he or she is currently online. When searching for booths, you are able to go directly to the desired booth by clicking on the booth name.
Show Tote/Briefcase

The show tote is where all of the information you download from the virtual event will be housed. When visiting employer booths and reviewing documents and links in the resource center, you will have the option to download and save this information to your show tote so that you can review it at another time. This information will also be available for you to attach to an in-event email.

You can access the show tote by clicking on the briefcase image in the bottom toolbar.
Best Practices

• We recommend you follow these Best Practices while participating in the virtual event to ensure that you, as well as the employers, have a positive and productive experience.

• While we encourage you to be enthusiastic at the event, we do hope that you’ll be respectful of everyone’s time and be mindful that there are other attendees also waiting to speak with employers. With that in mind, please don’t enter a booth and state in the group chat something along the lines of ‘Hi. I’m in sales – do you have a job for me?’

• Upon entering a booth, we recommend you say Hello to the employers by way of the group chat. These employers will be busy welcoming all of the attendees to their booth, so while you are waiting for your chance to speak live with one of them, take some time to review the content loaded into the booth. Each booth has been customized with documents, links, videos and job postings that will provide you insight into their company, the products/services they offer, what it’s like to work there, and their available opportunities. Please review this content to determine if this organization and their products/services or current opportunities are a good fit. Also, use this time to formulate questions for the employer.

• After you have reviewed the booth content, spoken to representatives and filled out appropriate forms/applications, we recommend you take some time to network with others in the lounge, watch presentations in the auditorium and review content in the resource center. This will round out your experience in the virtual event.

• In order to make efficient use of this event, please target your profile, resume and questions to companies/positions that are a match for your interests and skill sets. We also recommend you adhere to the following:
  • If you’re going to upload a profile photo, be sure it’s respectful and appropriate.
  • Display professionalism while interviewing.
  • Exhibit a positive attitude.
  • Research exhibiting companies.
  • Be honest about your expectations and qualifications.
  • Thank the employer for their time and the opportunity to speak with them.

• We encourage conversations and exchanges, and urge you to use your past experiences to help others out there. Please try to stay positive and use this event for its intended purpose.

• Repeated instances of unprofessional behavior by candidates may result in being dismissed from the event.
Archive Period

The ACS Virtual Event will take place on April 8th – 9th from 8:00am – 6:00pm CT. These are the live virtual event hours.

There will also be an archive period that will run from April 10th at 8:00am CT through July 9th at 6:00pm CT. During the archive period, employers, sponsors and attendees are allowed into the virtual event, where they can perform the same functions as during the live virtual event hours.

During the archive, exhibitors are not required to staff their booth, so they may or may not be logged in throughout the archive. Please keep in mind that this means responses to group chats and private chat requests may be delayed and are not guaranteed. Any communication will depend on how active the employers and other virtual event registrants choose to be during the archive.

The Help Booth will not be staffed during the archive period so if you have any questions during this time, please contact ACS VCF Support at: careers@acs.org or acs@svesupport.com
Support

If you have any questions before, during or after the ACS Virtual Event, please contact:

careers@acs.org

or

acs@svesupport.com

You’ll also be able to find us in the Help Booth during the live virtual event hours. Just click on the ? in the bottom toolbar.