

The Marches Careers Hub

**Inspire.
Prepare.
Succeed.**

Inspiring and
preparing young
people for the
fast-changing
world of work





Virtual Exhibitor Pack

Thanks for choosing to Exhibit at The Marches Careers Hub Virtual Careers Fair.
The event will be taking place between the hours of 10:00 to 15:00, **Thursday 8th July 2021.**

The information contained within this exhibitor pack has been compiled for your benefit and to ensure the day runs without any issues. Please take the time to read the contents as it may address any of the questions you have about the event. It covers all aspects of the day from your stand, arrival/finishing time, what to submit for your virtual booth and scheduling in a demo session with one of our team. We wish you every success at the Virtual Careers Fair.



The Marches Careers Hub

The Marches LEP works with its local authority partners to connect schools with individuals from business, develop effective careers guidance approaches and support delivery of Gatsby Benchmarks to improve outcomes for young people. This is delivered in conjunction with The Careers and Enterprise Company, through The Marches Careers Hub. The Marches Careers Hub operates with:

- A Careers Hub Lead working with and supporting our Enterprise Coordinators across the Marches.
- A Central Hub Fund supporting the Hub in delivering its goals in line with the Marches Strategic Economic Plan and local priorities
- Additional strategic support for schools and colleges through the development of a Careers Leads' Community of Practice and a Cornerstone Employers' Network. These groups will enable the sharing of best practice across the Marches region.



Meet the Team

The Marches Hub team consists of and Hub lead, five Enterprise Coordinators and a SEND Enterprise Coordinator. Working directly with Schools, Colleges and alternative provisions to support them in working towards meeting the 8 Gatsby benchmarks in a meaningful way.

Hub Lead:
Eden Ihle-Vance

Enterprise Coordinators:
Herefordshire - Karen Banks
Shropshire - Laura Holiday & Shelley Robinson
Telford & Wrekin - Andriané Usherwood
Across the Marches - David Taylor (With a focus on SEND)



Event Overview

In order to get you set up as quick as possible, please ensure you have read through the entire contents of this exhibitor pack and successfully completed the virtual stand submission, once the submission has been received, you will be able to schedule a live demo session with one of our friendly team at The UK Careers Fair, for yourself or on behalf of your organisation.

On the day of the event we encourage all exhibitors to arrive from 9:00 in order to get a feel for the event and log in with no issues, if you would rather arrive earlier, please contact us and give us a 'heads up' **the candidates will promptly arrive at 10:00...**

Once you have entered your virtual exhibitor space via the link provided, you will need to select the cog symbol, enter your log-in details, these details can be generated during the demo session, For example your name followed by your the company name (e.g Jack - The UK Careers Fair) and you're in. We highly recommend the demo session as we will be going over the chat functions in greater detail but there is a breakdown on the following pages.



Virtual Booth Contents Request

You can upload company media for your stand, so please have ready in advance anything you want to include. If you wish to later edit your stand or add in additional elements, you can do so during your demo with The UK Careers Fair.

Company logo (JPEG or PNG),

Company overview/summary

Candidate Profile: an overview of what you look for in an employee, Desirable skill set, most appropriate schooling subject.

Pathways available

Website link

Twitter handle

Company-related videos (youtube or Vimeo links),

Company Materials: Posters, Flyers or Brochures

Job Vacancies

Opportunities available (let us know during the demo session)

www.themarcheshubvirtualcareersfair.co.uk



Exhibitor Stand Types

At this event, we have two types of stands available for exhibitors, you can select which stand you wish to occupy between **Live** and **On-Demand/Information Only**.

The **Live Stand** is where you will be able to hold conversations in real-time, host general Q&A sessions with candidates who are interested in your organisation between the hours of 10am – 3pm. The Live Stand will require you to 'man' the stand throughout the duration of the event and we recommend a team of no more than 3 company representatives in order to handle the virtual foot flow and questions.

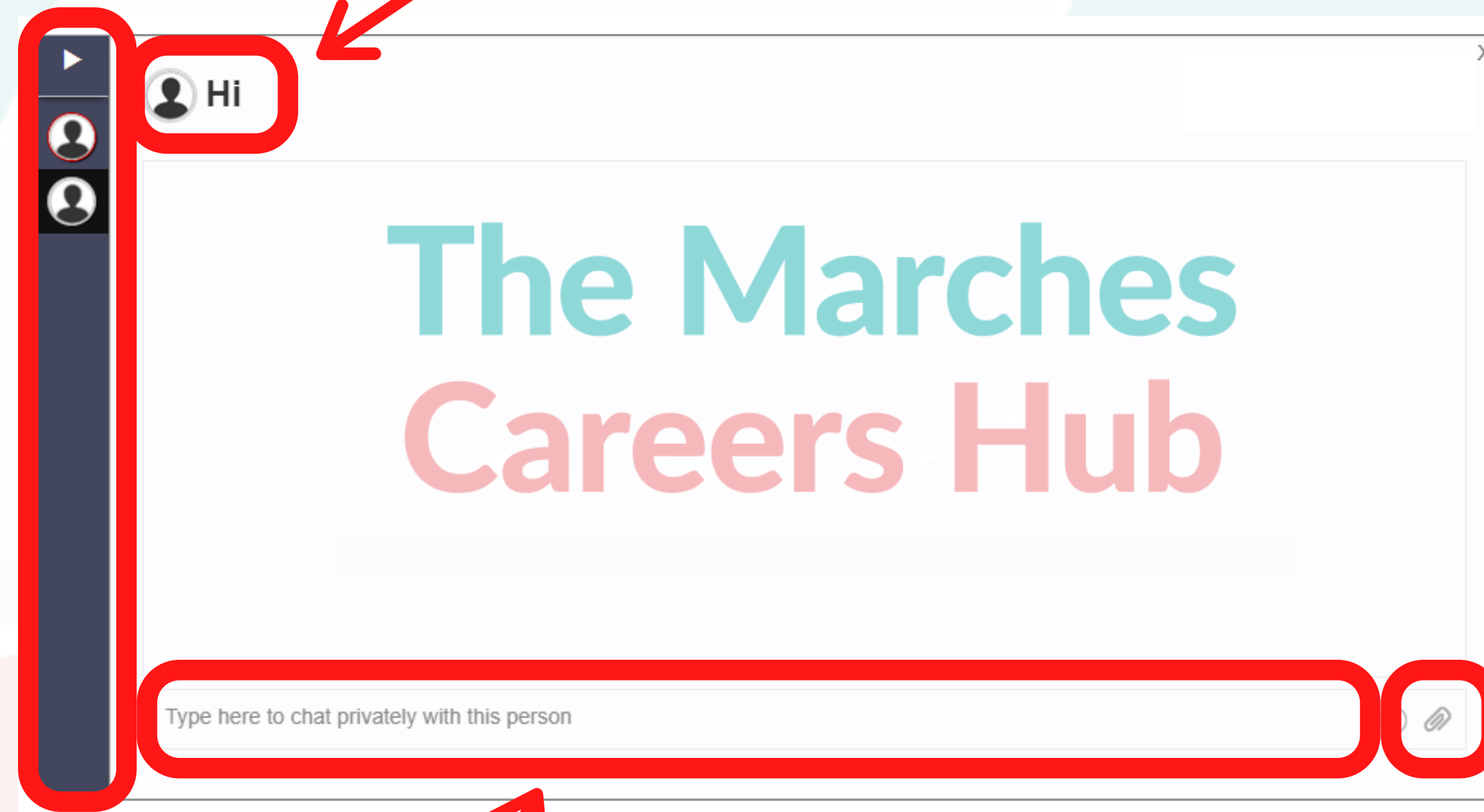
The **On-Demand/Information Only Stands** are brilliant for companies who wish to have a presence at the event but are unable to exhibit in a live capacity - included within these stands are enquiry forms, where candidates can submit a question to the exhibitor in question, over the course of the week we will collect all questions and send this through to the main POC, all responses will be published on the relevant exhibitor stand, creating an on-going FAQ.



Candidate Engagement

List of your
chats you
have with
candidates

Candidate's name



Message input

File attachment for sending
over files, such as a CV



Virtual Booth Submission

Perfect, now that you have had a chance to gather your information and please feel free to submit your contents by clicking on the '**submit**' button below.

Demo the platform, once your stand content has been successfully submitted, you will be able to schedule a demo session. During this demo, you will have the opportunity to view and approve your stand, as well as receive training for you and your team on how to use the platform on the day. It's also a great opportunity to ask any questions you may have.



Submit



Tech Notification

Our online group chat platform is the fastest and easiest way to hold a full blown conversation with candidates collectively or privately via text or video. However, in order to make sure the day runs smoothly, and to ensure you encounter no issues on the day, can you please pass the following message on to the IT department or system administrator.

*"In some cases, more common when exhibitors use company property to access the virtual platform, they may be behind a firewall/gateway that is interfering with access to said group chat. **The solution is to white list (www.) ukcf.online, themarcheshubvirtualcareersfair.co.uk, ukcareersfair.com, rumbletalk.com and rumbletalk.net domains in the firewall settings.**"*



Key Contacts

The Marches Hub Virtual Careers Fair will be taking place on The UK Careers Fair platform.

You will be introduced to your account manager from The UK Careers Fair during the demo session we provide, once you have had a chance to submit your virtual stand and schedule your demo session, your account manager will be able to assist any general or tech-related query as well as booth designs and asset uploads etc.

In the event you require any assistance before scheduling a demo session, please reach out to The UK Careers Fair Team at info@ukcareersfair.com or call us on 01252 983140.

www.themarcheshubvirtualcareersfair.co.uk