Welcome

Know Before You Go for Attendees

2023 SHPEXCHANGE TECH

Virtu-Meet® Setup Instructions

Register by Friday, March 24th (www.shpe.org/shpexchange/)

- Wednesday, March 29th
  - 8:00am EST, you will receive login and link information with final instructions
  - From 10:00am – 2:00pm CT you will be able to log into the virtual platform using the email that you completed registration with
    - *Anyone who enters and completes their profile during this time will be **entered in a random drawing to win a $75 Amazon Gift Card***
- Logging In
  - The first time you log in you will need to agree to the Virtu-Meet Terms and Conditions
  - Change your password to something you will remember
  - If you experience any difficulties logging in, click on “Trouble logging in? Click here” to send a message to the Virtu-Meet® Help Desk

Having a strong internet connection and using Chrome will enhance the functionality and user experience for Virtu-Meet®.

- Aspects such as poor internet connection, shared bandwidth, firewall issues, servers blocking required websites, etc. can impact the platform’s performance.

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Virtu-Meet® Best Practices Continued

Below are additional areas to familiarize yourself with and share with your IT department (if applicable) prior to the conference.

The live stream for this event supports the following browser versions:

- Chrome 65+, Edge 16+, Firefox 60+, Internet Explorer 11+, Safari 10+

If you're at home or on an unrestricted network, you shouldn't have any issues connecting to the live stream and chat, but if you're on a work network, you might need to ask your IT department to allow these domains:

- virtu-meet.com
- Player.postmedia.group
- Wowzaprod121-i.akamaihd.net
- Cdn.jwplayer.com
- Pmgcdn.akamaized.net
- App.sli.do

Additionally:

- To watch replays, Vimeo must be authorized on your network
- The live stream requires a minimum connection speed of 650 kbps to function
- Make sure your VPN is off

Virtu-Meet® Best Practices cont.

During the conference if you have a question or need assistance, the tech support function will be available by clicking on the ? Located in the top right hand corner. You can also send an email to helpdesk@theeventlounge.com.

Please navigate around the platform before the conference begins to aid in your familiarity with how the platform works and where to access the various components of the conference.

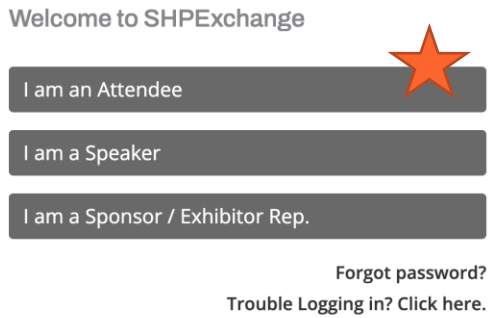
- You can access the platform on Wednesday, March 29th from 10:00am – 2:00pm CT for a test stream to make sure you are all set for success during the event
- Logging into the platform between the times above on the device you will be using to access the virtual event will cut down on possible connectivity issues the day of the event.

Reminder we will have a random drawing for those who login the test stream

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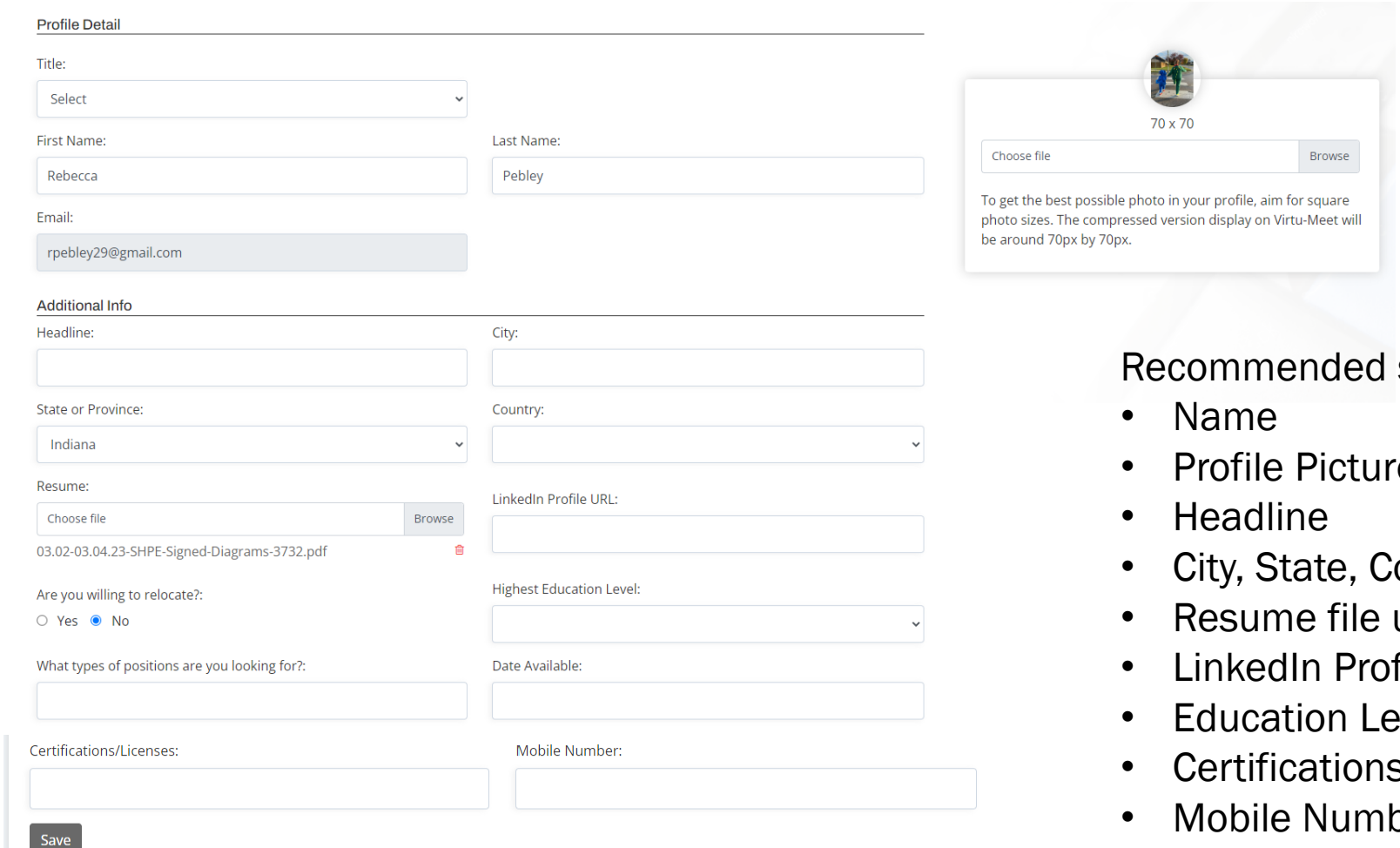
Virtu-Meet®





*If you do not remember what email you used to register, select *Trouble Logging In? Click here.*

Virtu-Meet® Attendee Profile



Recommended setup

- Name
- Profile Picture
- Headline
- City, State, Country
- Resume file upload field
- LinkedIn Profile
- Education Level
- Certifications / Licenses
- Mobile Number
- Date Available

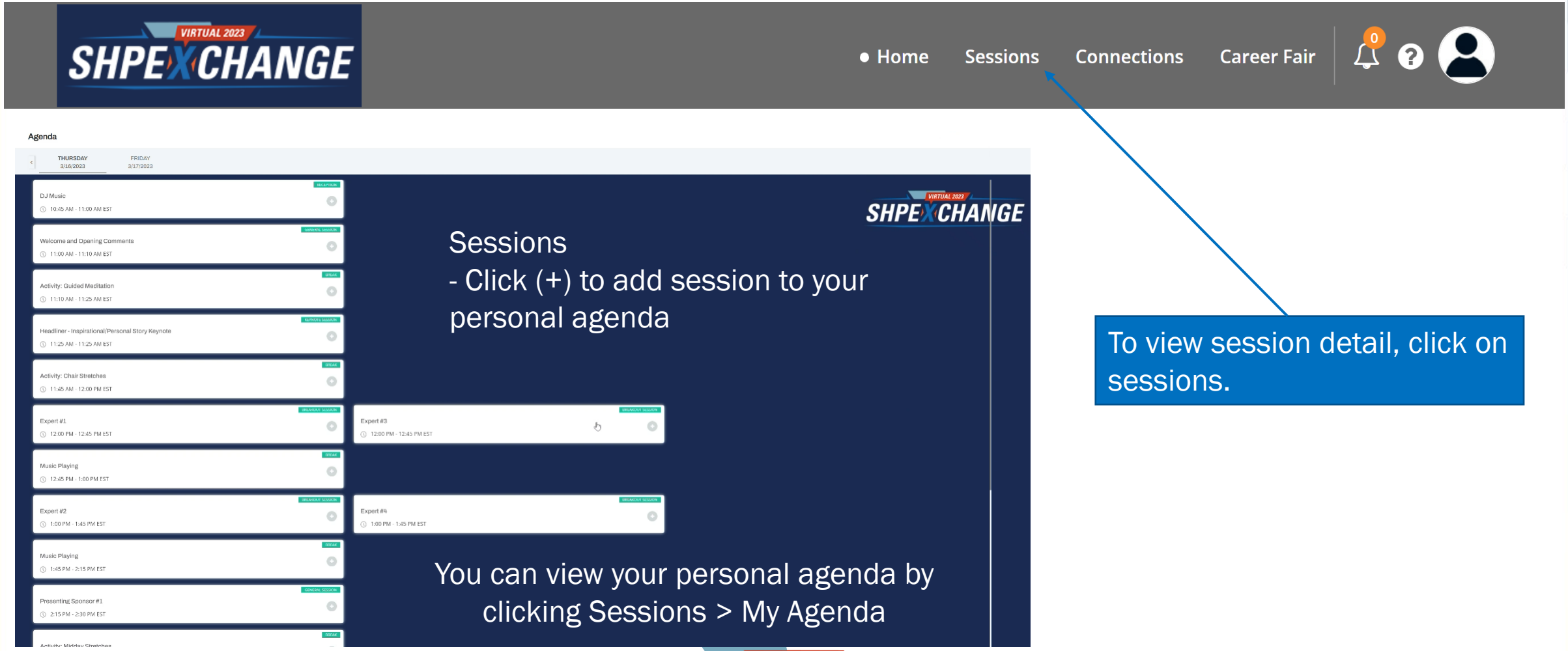
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Sample Lobby Image



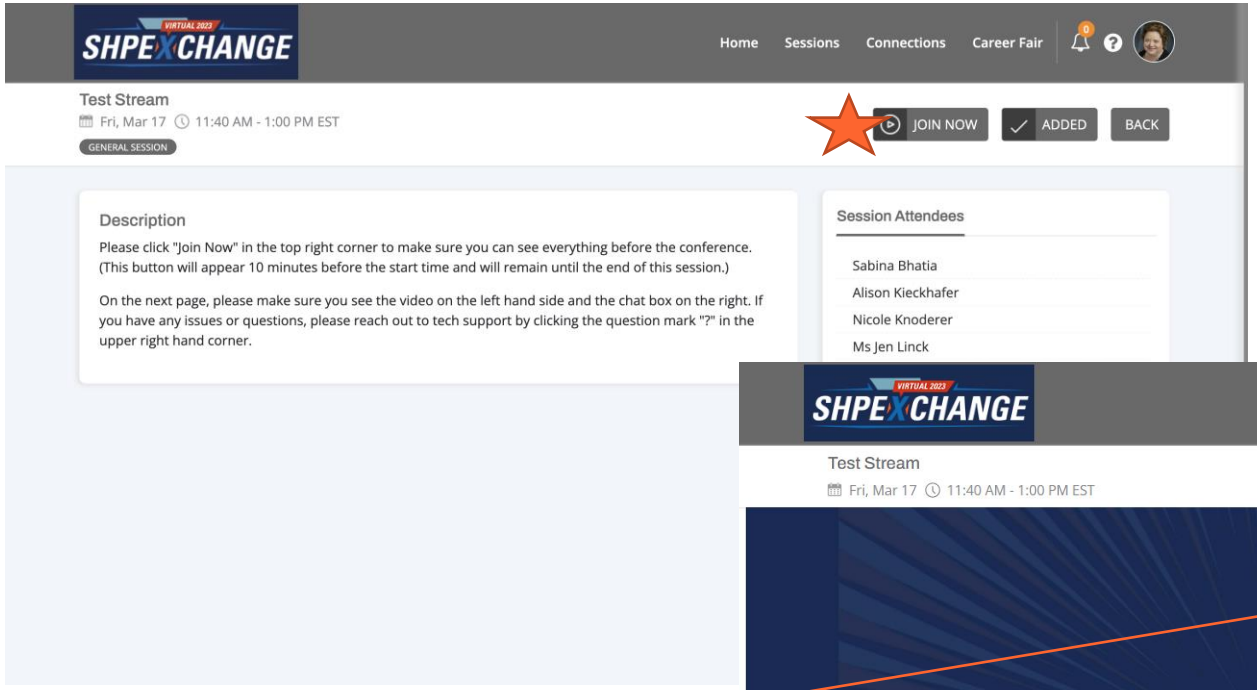
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Virtu-Meet®



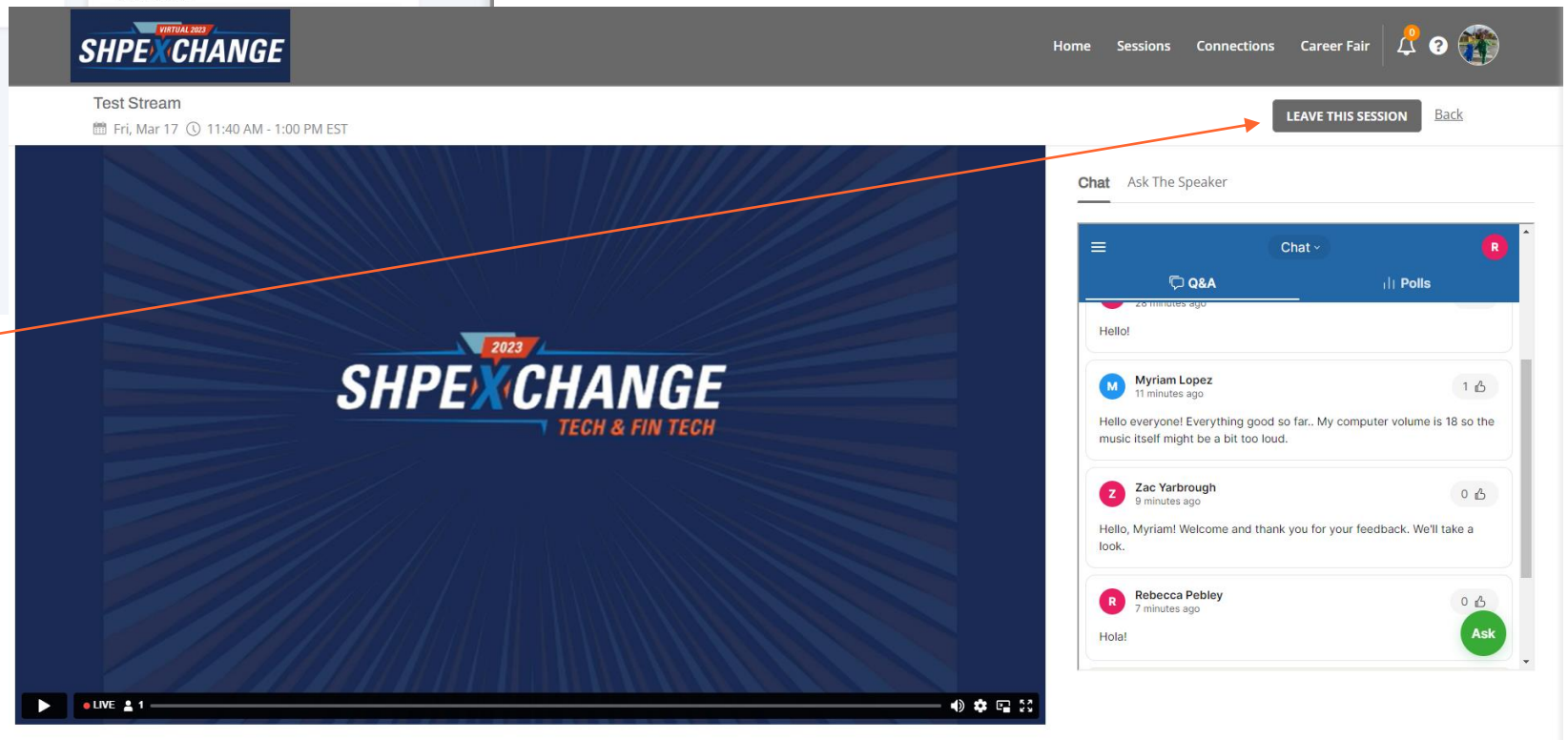
To view session detail, click on sessions.

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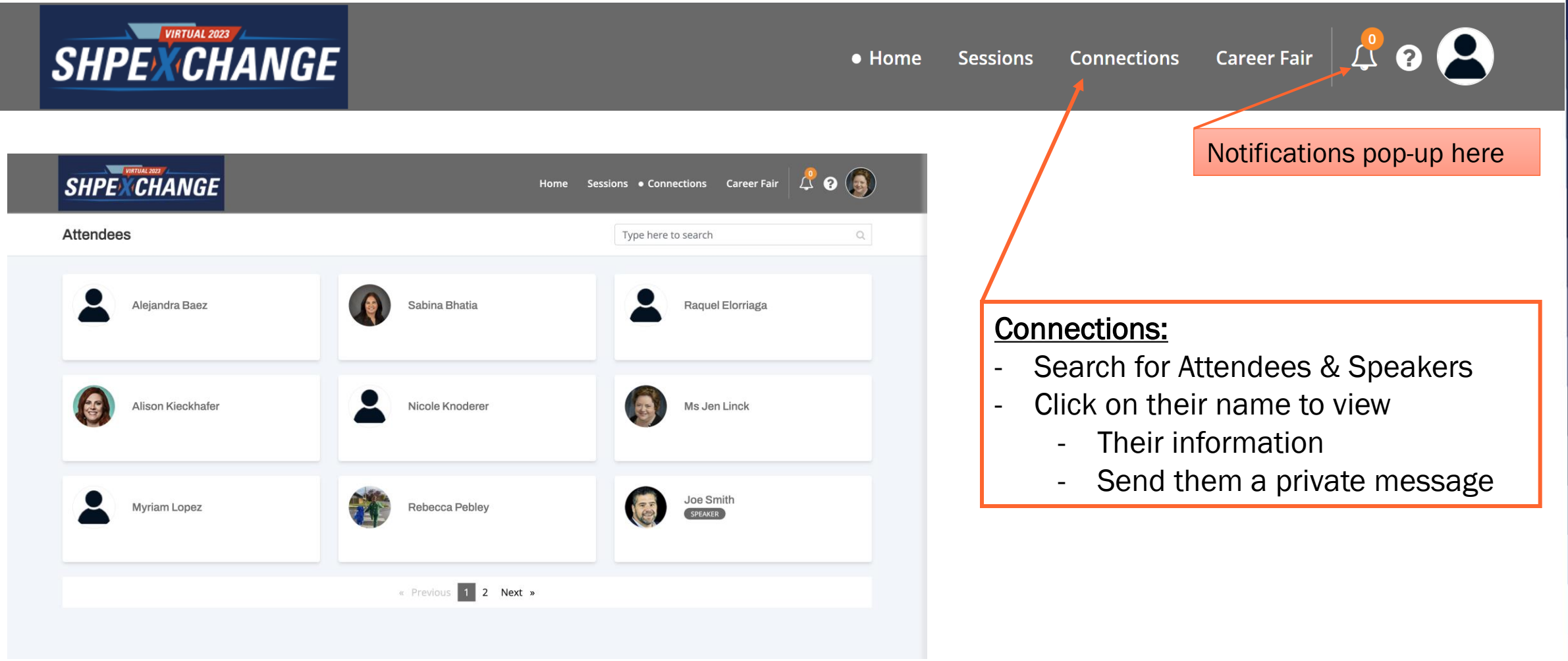


You can view session description, speaker(s) and list of people in the session.

Once session is live, click ‘Join Now’



When you are done with session, make sure to click ‘Leave This Session’ to return to the lobby



Notifications pop-up here

Connections:

- Search for Attendees & Speakers
- Click on their name to view
  - Their information
  - Send them a private message

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Day 1 – Thursday (EST)	Session(s)	Description
10:50 am – 11:00 am	Virtu-Meet® Opens	
11:00 am – 11:10 am	Welcome & Opening Comments	
11:10 am – 11:25 am	Activity: Guided mediation	This short meditation will help you set your intentions as to begin the day centered, focused and empowered to flow peacefully throughout the day.
11:25 am – 11:45 am	Headliner – Inspirational Keynote	
11:45 am – 12:00 pm	Activity: Chair Stretches	Neck and shoulder stretches to do at the desk and computer.
12:00 pm – 12:45 pm	Expert #1	30-minute presentation, 15-minute Q&A
1:00 pm – 1:45 pm	Expert #3	30-mintute presentation, 15-minute Q&A
1:45 pm – 2:15 pm	30-minute break	
2:15 pm – 2:30 pm	Networking & Elevator Talks presented by Brianne Martin	
2:30 pm – 2:45 pm	Activity: Mid-day Stretch	Use this mid-day stretching routine to keep your body moving.
2:45 pm – 3:30 pm	Cybersecurity – Are you ready to secure the world? Presented by Palo Alto	30-minute presentation, 15-minute Q&A
3:45 pm – 4:30 pm	Workshop #2	30-minute presentation, 15-minute Q&A
4:45 pm – 4:55 pm	Closing Comments	

Activity Sessions: If you are interested in the videos, use the time to network with the other attendees in the chat feature

Day 2 – Friday (EST)	Session(s)	Description
10:50 am – 11:00 am	**Virtu-Meet® Opens**	
11:00 am – 11:10 am	**Welcome & Opening Comments**	
11:10 am – 11:25 am	**Activity: Positive affirmations for college students**	*Job interview affirmations / Get your dream job!*
11:25 am – 12:10 pm	**Expert Panel (Live)**	*Panelists:* - *Armando Ruiz with NCR* - *John England with NSA* - *TBC with Palo Alto* - *TBC with Accenture*
12:25 pm – 12:40 pm	**What do employers look for in candidates? – Presented by Myriam Lopez**	
12:40 pm – 12:55 pm	**Closing Comments & Gift Card Winner Announced**	
12:55 pm – 1:45 pm	**Break / Networking**	*Get ready for the career fair and/or network with attendees in the platform*
1:45 pm – 4:30 pm	**Virtual Career Fair is OPEN**	*Make sure to click Career Fair at the top of your screen!*

Activity Sessions: If you are interested in the videos, use the time to network with the other attendees in the chat feature

Day 2

Career Fair

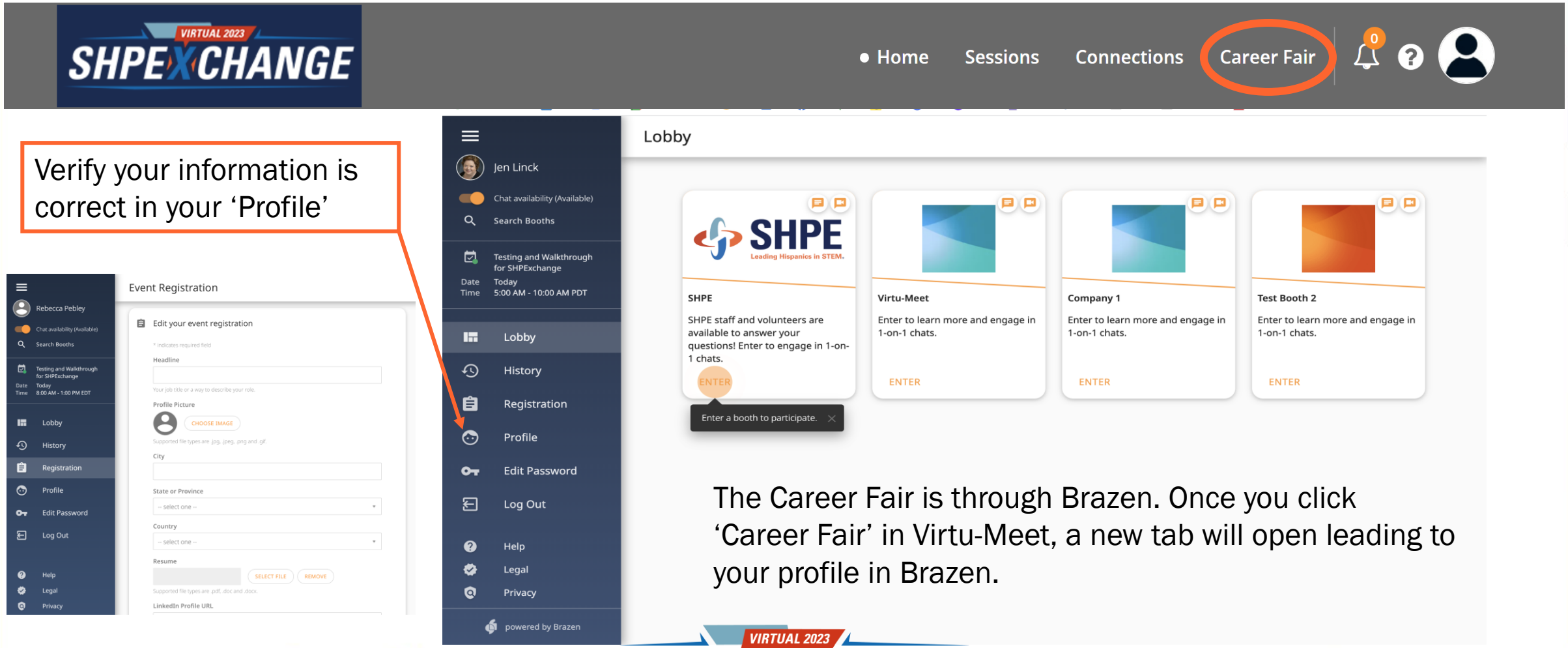
How to access Career Fair



- Click here when you are ready to enter the ‘Career Fair’.
  - A new tab will open in Brazen for the Career Fair
- Outside of ‘Career Fair’ hours, you may enter the lobby to view companies and their information in their booths
- Company representatives will not be available to chat until Friday, March 31st from 1:45pm – 4:30pm EST.

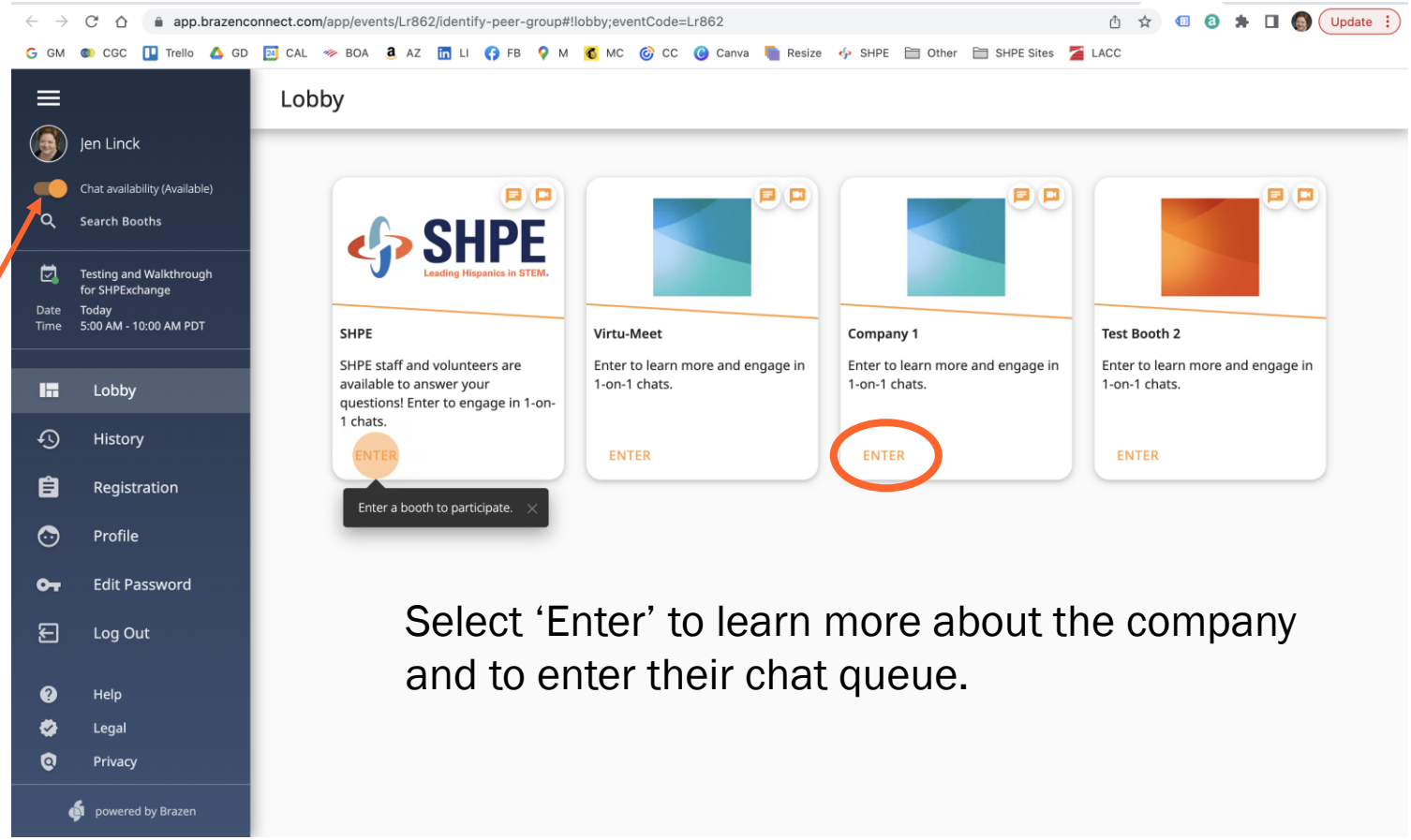
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How to access Career Fair



The Career Fair is through Brazen. Once you click ‘Career Fair’ in Virtu-Meet, a new tab will open leading to your profile in Brazen.

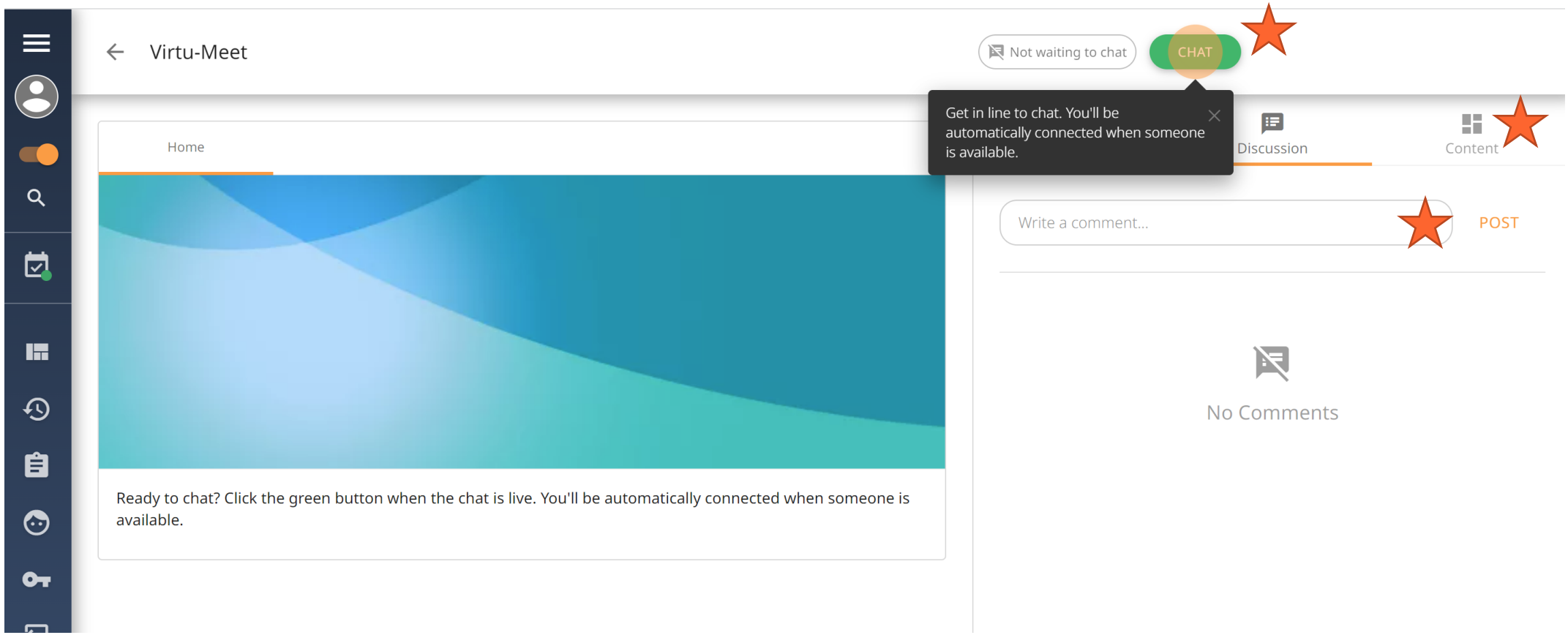
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Select ‘Enter’ to learn more about the company and to enter their chat queue.

*Make sure that you are set to available to chat

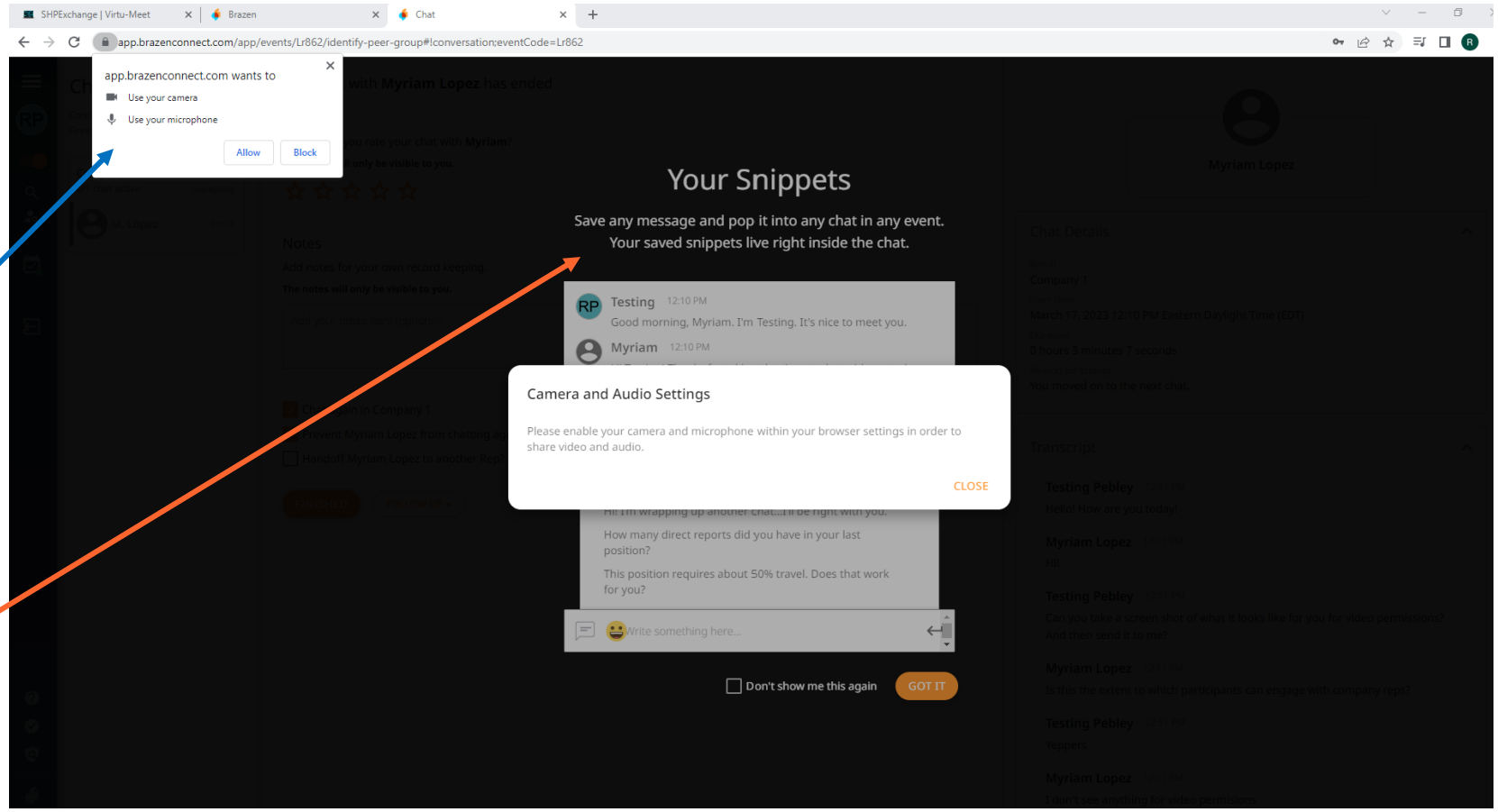
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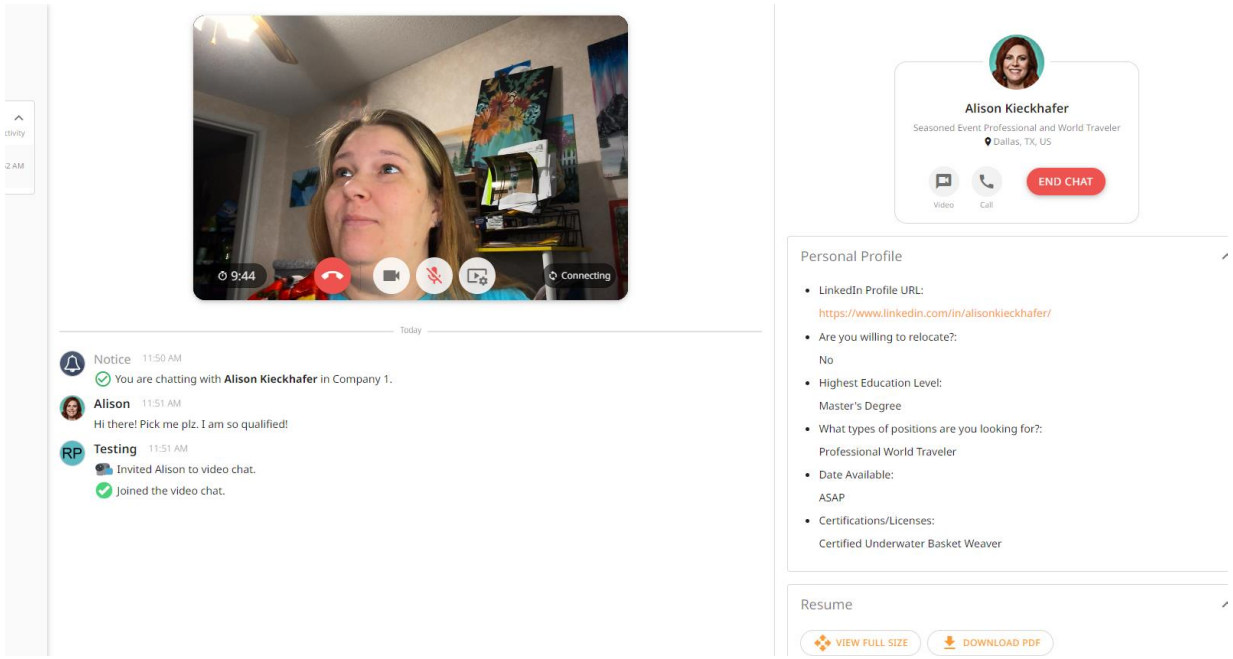
If a recruiter asks for a video call, make sure that your pop-ups are disabled so you can approve app.brazenconnect.com to use your camera and microphone.

A pop-up will also appear giving instructions on how to save “snippets” so you don’t have to type the same message repeatedly.



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Virtual Reminders



- Make sure that you have a clutter free background
  - You are not able to use virtual backgrounds in Brazen
- You are dressed for success
  - Solid jeweled tones work best on camera
- You are in Google Chrome
- Use earbuds or a headset to talk

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FAQ

- All ‘Expert’ and ‘Workshop’ sessions will be available for viewing to registered attendees the following Monday after the event
  - The sessions will only be available for 30 days post event
- Attendees who attend 5 or more sessions will be entered in a random drawing to win a $25 Gift Card

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Q&A

Rebecca Pebley
rebeccap@shpe.org

Events
events@shpe.org

Contact List

- Registration Questions
  - registrations@shpe.org
- Virtu-Meet® Tech Support:
  - helpdesk@theeventlounge.com
    - Email will be heavily monitored during event hours
- Career Fair Tech Support:
  - Need help? You can always find quick answers in the Brazen Help Center, access 24/7 Live Chat Support through the “Chat Support” button in the bottom left corner of the Brazen Control Center, or submit a help request.
- General Questions:
  - events@shpe.org
    - Email will be monitored during event hours

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Check List

- ❑ Log into Virtu-Meet® during test stream on Wednesday, March 29th between 10:00am – 2:00pm CT
- ❑ Complete attendee profile and upload resume
- ❑ Verified access to Career Fair
  - **The Basics**
  - A strong internet connection. Brazen requires a minimum of 350Kps available bandwidth per stream. If you're unsure of your connection, run a speed test.
  - An up-to-date browser. Make sure you have the latest version of a compatible browser: Google Chrome, Firefox, Safari, MS Edge. Click here if you don't know what browser you're using.
  - Browser access to your device's camera and microphone. Make sure you click **Allow** in your browser's popup when Brazen asks to access your camera and microphone. Click the **Video Settings** icon in the video or audio chat control panel to run the Vonage connection test or change your camera and microphone.
  - **Troubleshooting**
  - If you're having difficulties with your audio and video, read our basic troubleshooting information.
  - For more technical information and troubleshooting, read our detailed technical requirements.
  - If you're still having trouble with your video and audio, contact our 24/7 support on Live Chat Support or submit a help request.
- ❑ Make sure pop-up blocker is turned off for microphone and camera approval
- ❑ Have headset or earbuds to help with clearer audio
- ❑ Make sure your background is clear and not cluttered (Career Fair platform does not have virtual background features)
- ❑ Strong internet connection