**EMAILS FROM THE SCHOOL DAY OF THE VIRTUAL EVENT**

**Template 4: How to Get the Most out of Today**

**To: Employers**

Subject: Today is the Day! (Career Fair Name)

Hi (Employer Name),

The (Career Fair Name) is only a few hours away!

Virtual career fairs are the perfect opportunity to showcase your company culture, inform job seeking students about available opportunities, and network with top candidates. All you need is your laptop or mobile device and internet connection. We anticipate an audience of (insert number of student attendees) of whom you’ll be able to connect with!

Before the virtual career fair begins, we recommend that you login early and test your browser, audio, and video connection.

Login here: (link to career fair site)

Need help?

Watch these quick how to videos:

1. Request to Attend Event: <https://youtu.be/jy_PsQ34ePM>
2. Set Up Schedules & Booth Prior to Event: <https://youtu.be/ZHYo1ZXwiUU>
3. Prepare for Event: <https://youtu.be/I1PEurSmyzc>
4. Manage Queues During the Event: <https://youtu.be/bMreKBuw80Y>
5. Mange Fixed Timeslots: <https://youtu.be/mmd_PK3W6gU>

Download the recruiter user guide here: <https://gradleaders.com/webfiles/GradLeaders-Connect-Recruiter-User-Manual.pdf>

We look forward to (virtually) seeing you there!

Best,