

## Fall 2024 Virtual Biotech Networking Event

Virtual via [Handshake](#) | September 26, 2024 | Career Fair: 10:30 a.m.–1:30 p.m.

### Policies and Guidelines

- Please review the LSU [Recruiting Policies and Guides](#).
- Please review the [Event Cancellation, No Show, Inclement Weather and Technology Policy](#).
- View top tips for recruitment success and how to [Broaden your Impact](#) on campus.

### General Information

This event will be held virtually and managed through the Handshake online platform. Scheduling 1:1 and Group Sessions is the **only** way you can connect with students during the event. **You must have your [session schedule set in Handshake](#) for students to meet with you. Please also make sure all of your recruiters have [claimed their schedule](#).** See “Immediate Next Steps” below for details.

### Immediate Next Steps (Action Items)

- **By 9/19:** [Complete your fair schedule](#) so that students may sign up on your schedule to meet with you and/or your representatives. See “[Tips for Building Your Schedules](#)” below.
- **By 9/19:** After you set the schedule for you and your recruiters, your recruiters must “[Claim My Schedule](#).” [Instructions on schedule creation can be found here](#).
- **By 9/23:** Please be sure to test your Handshake video at least 3 days before the event by following [these video testing instructions](#) and [this test video session link](#).

### Event Format

At our fair, you’ll be able to engage with students in a variety of formats, including:

- Group Sessions: 30-minutes each, up to 50 students and 1 rep (video, audio, and chat options)
- 1:1 Sessions: 10-minutes each, with 1 student and 1 rep (video, audio, and chat options)
- Student access to your Handshake profile to learn about company culture and opportunities

To learn more about these features [check out this virtual fair training webinar recording](#), which was hosted by Handshake, or [this video walkthrough training](#).

### Tips for Building Your Schedules

- **The earlier you set your schedule**, the earlier you may see students begin to sign up. Students will be encouraged to begin claiming sessions immediately, but most sign ups occur the week prior to the event.
- **A best practice includes** each recruiter updating their Handshake User Settings to edit their "title" to be the division/department that they are recruiting for and/or the majors they are looking to attract. This helps students choose the most aligned recruiters when signing up on schedules.
- **To reach the most students**, consider offering a mix of 1:1 and Group Sessions across your team’s schedules. The majority of students are eager to join Group Sessions, while more intentional internship and job-seekers often claim 1:1 Session spots.
- 1:1 Sessions are 10 minutes in order to maximize the number of candidates you can meet with. **If you are interested in connecting with a smaller quantity of students for a longer period of time each**, consider only scheduling one 1:1 session every 20 minutes. If the student is available to remain on the call, you can offer this. Alternatively, consider taking the last minute of your 1:1 to exchange contact information to schedule a follow up outside of the event.
- If you are **choosing to use an [external video platform](#)** to host your sessions, please let students know in advance so they can have the software downloaded/installed. [More information about how to access your schedule/list of students can be found here](#).

For questions before the event date, please email Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu).