

**Attendees Manual**

**BioSci Careers 21<sup>st</sup> Annual Biomedical & Bioscience Industry Expo (BBIE) and 4<sup>th</sup> Annual  
Biotech Startup Fair**



**Tuesday, August 4  
9:00 AM to 5:00 PM (PDT)**

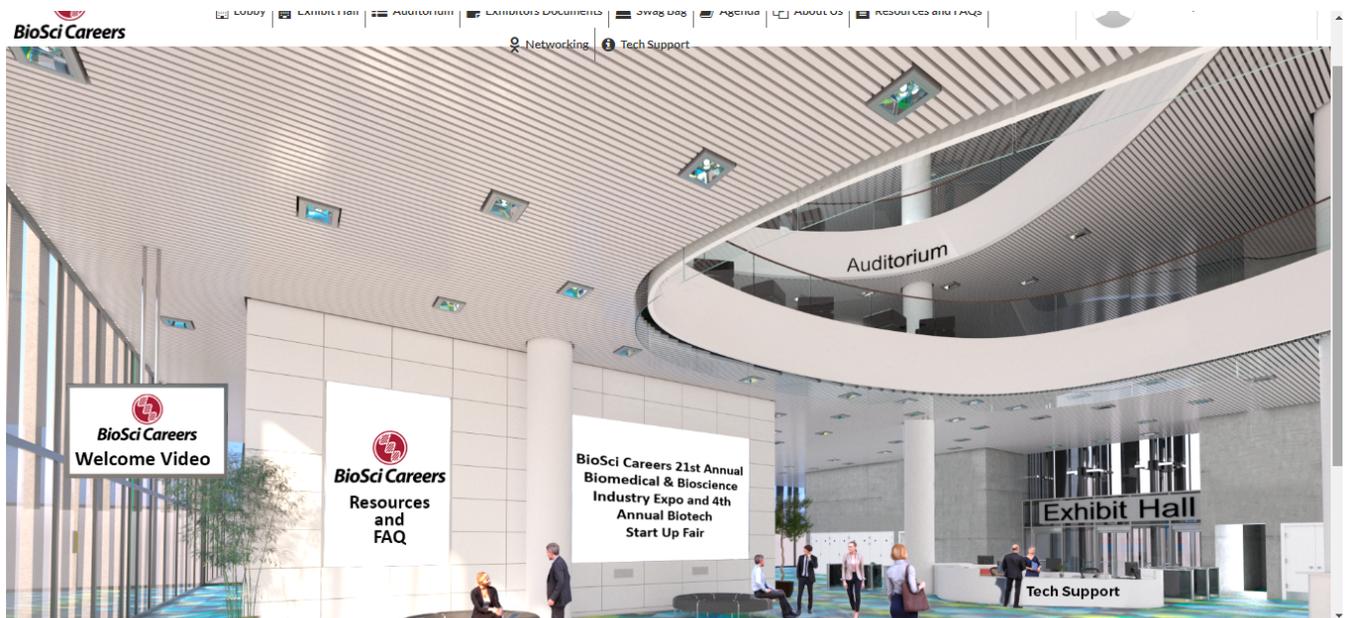
This manual gives detail on how to navigate Stanford BioSci Careers' event and access the virtual experience.

## Login

- Visit: <https://biosciCareers2020.vfairs.com/>
- Enter the login details used to set-up registration
- Click on Login

## Lobby

Once logged in, you will enter the Lobby

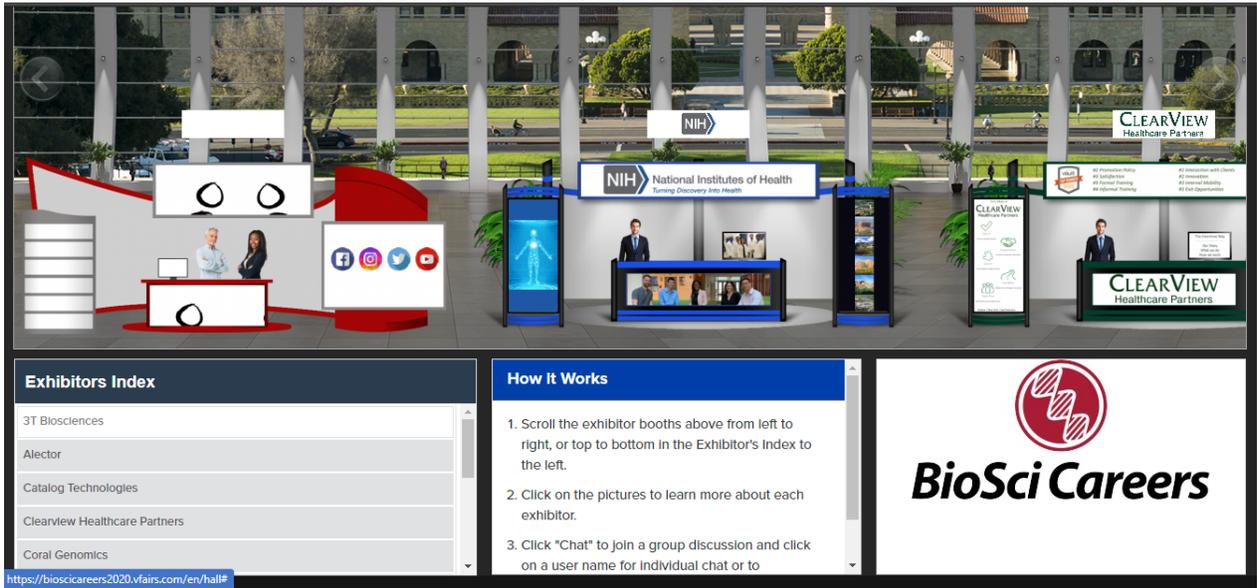


The banners and signage are clickable and will direct you specified content or a designated area inside of the virtual environment.

For example, to visit employer booths click on the Exhibit Hall on the right corner.

## Exhibition Hall

Once you're in the exhibit hall, you will view all the available exhibitors for the event. Visit the booth you want by clicking on the company in the 'Exhibitors Index' section or by clicking on the thumbnail in the carousel of the booth you want to view.

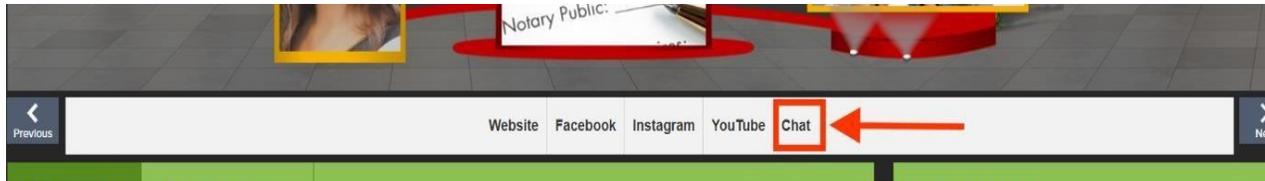


## Booth View

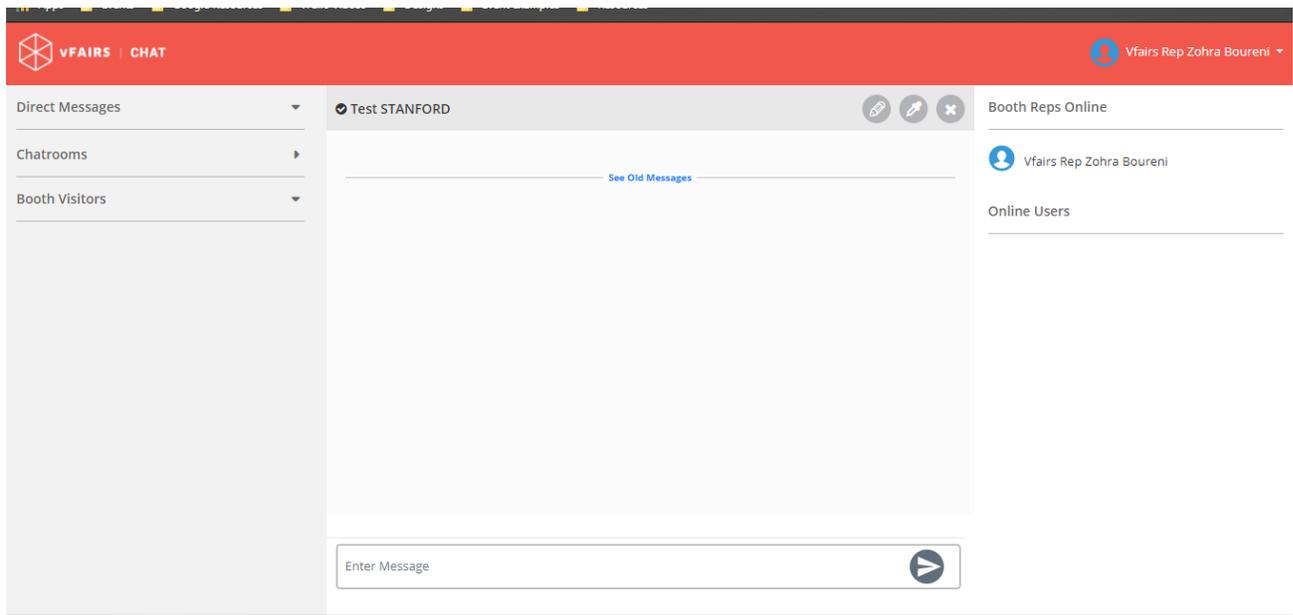
Clicking on the booth will take you inside the booth as seen below.



There are resources for each booth that you can view at the bottom as videos or documents. You can also start a chat with booth representatives. Video chats are optional but initiated by employer and booth representatives.



Click on CHAT button in the booth. Once you will click on that, it will take you to the chat room of the booth. You will see a list of online booth reps in the panel on your right. You can have a chat with the booth representatives or send a message in the group chat of the booth.



To initiate private chat with a rep, hover your mouse cursor over their name and click on Chat Now.

You will now be able to chat privately with that specific user. All private chats will appear under 'Direct Messages' on the left panel.

In case of any technical issue faced by you, you can reach out the technical support chatroom, one of our representatives will be there to assist you.

## Auditorium

To access the auditorium, either click on it from the lobby or from the menu bar at the top. To view on-demand webinars, click on the screen, and you will see the recorded presentation options.



## Exhibitor Documents

Exhibitors may have handouts and other documents to share with you. In the top menu please select "Exhibitor Documents" to save files to your "Swag Bag."



## Swag Bag

A virtual version of an event bag. Use the swag bag to collect items of your choice from the exhibitors. Visit Exhibitor Documents to select items that interest you. Before you leave the event make sure to email your swag bag contents to yourself to retrieve afterwards.

Swag Bag

- Select All Action:
-  Resources and FAQs
  -  Agenda
  -  Clinical Research Training Opportunities
  -  Extramural and Intramural Research