

Instructions Manual for attendees

2021 Virtual Zurich Life Science Day 2021



FEB 4th, 2021
Mark your calendars now



NO TRAVEL NEEDED
Participate from wherever you are



LEARN & NETWORK
Biggest Life Science Career Fair in
Switzerland

4th of February 2021
8:00 AM – 8:00 PM (CET)

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Getting Started

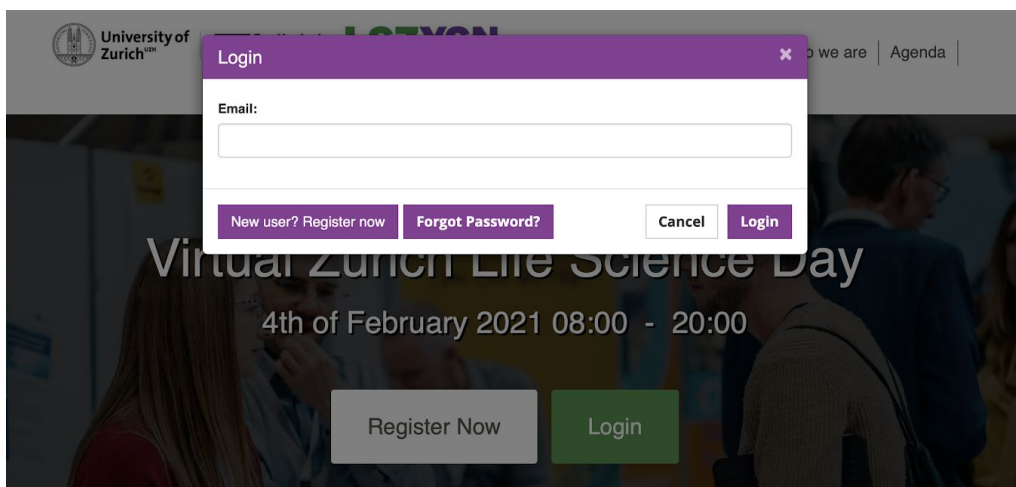
This manual aims to guide you through the vFairs platform to make the most of your participation at the **Virtual Zurich Life Science Day**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

Main page

Type in the URL: <https://vzlsd21.vfairs.com> in the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

Log-in

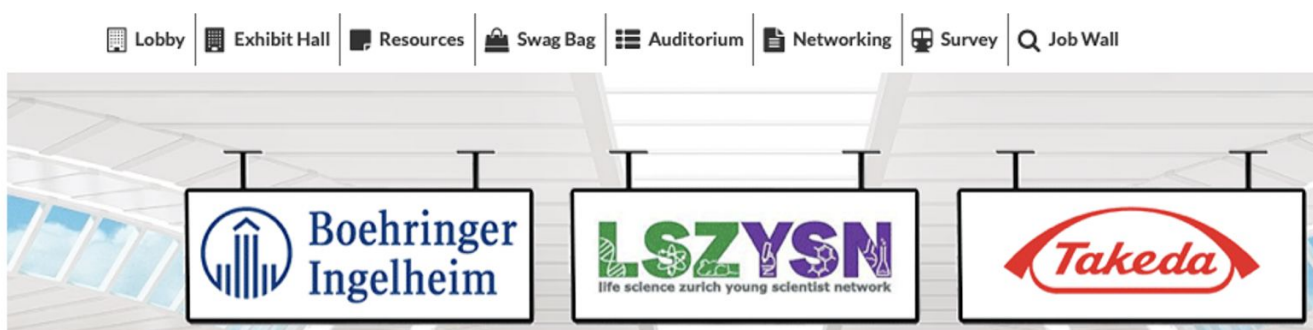
To login to the virtual Fair, you need to click on the 'Login' tab, enter your email and password, which was sent to you after your event - registration, and click on 'Login' button.



Navigating your way around the Virtual Zurich Life Science Day 2021

Navigation Bar:

The navigation bar contains the list of all the functionalities enabled for the vZLSD. Exhibitors & Attendees can click on any of the tabs, which will lead them to the specific sections.



Provided below are brief descriptions of all the navigation bar tabs.

1. Lobby:

The lobby is the main hall of the event. You can see the participating companies, enter the auditorium to listen to the webinars, enter the exhibit hall, access the CV-Check booth, search for job vacancies and chat with the help desk if you have any problems.



1.1 Visit a Booth

To visit your booth of interest, simply click on the respective company logo in the main hall or enter the exhibit hall by clicking on “Exhibit Hall” or click “Exhibit Hall” from the main navigation bar (see p. 7).

1.2 Book a CV-Check slot

Click on the CV-check booth and book a slot to have your CV reviewed by an expert (see p.14).

1.3 The Job Wall

By clicking on the illustration “The Job Wall” in the lobby or by clicking at the “Job Wall” in the main navigation bar, you will be able to access the information of all the public job vacancies from the participating companies (see p. 13).

1.4 Help Desk

Click on the Help-Desk booth if you need assistance on the day (see p. 13).

1.5 Auditorium

If you are interested in a specific talk click on “Auditorium” in the lobby or click on “Auditorium” in the main navigation bar to join the talk (see p. 11).

1.6 Exhibit hall

Click on the exhibit hall to access all the company booths or click “Exhibit Hall” from the main navigation bar (see p. 6).

2. Exhibit Hall:

All exhibitor booths can be seen in the “Exhibit Hall”. You can scroll right or left in order to find your desired booth.

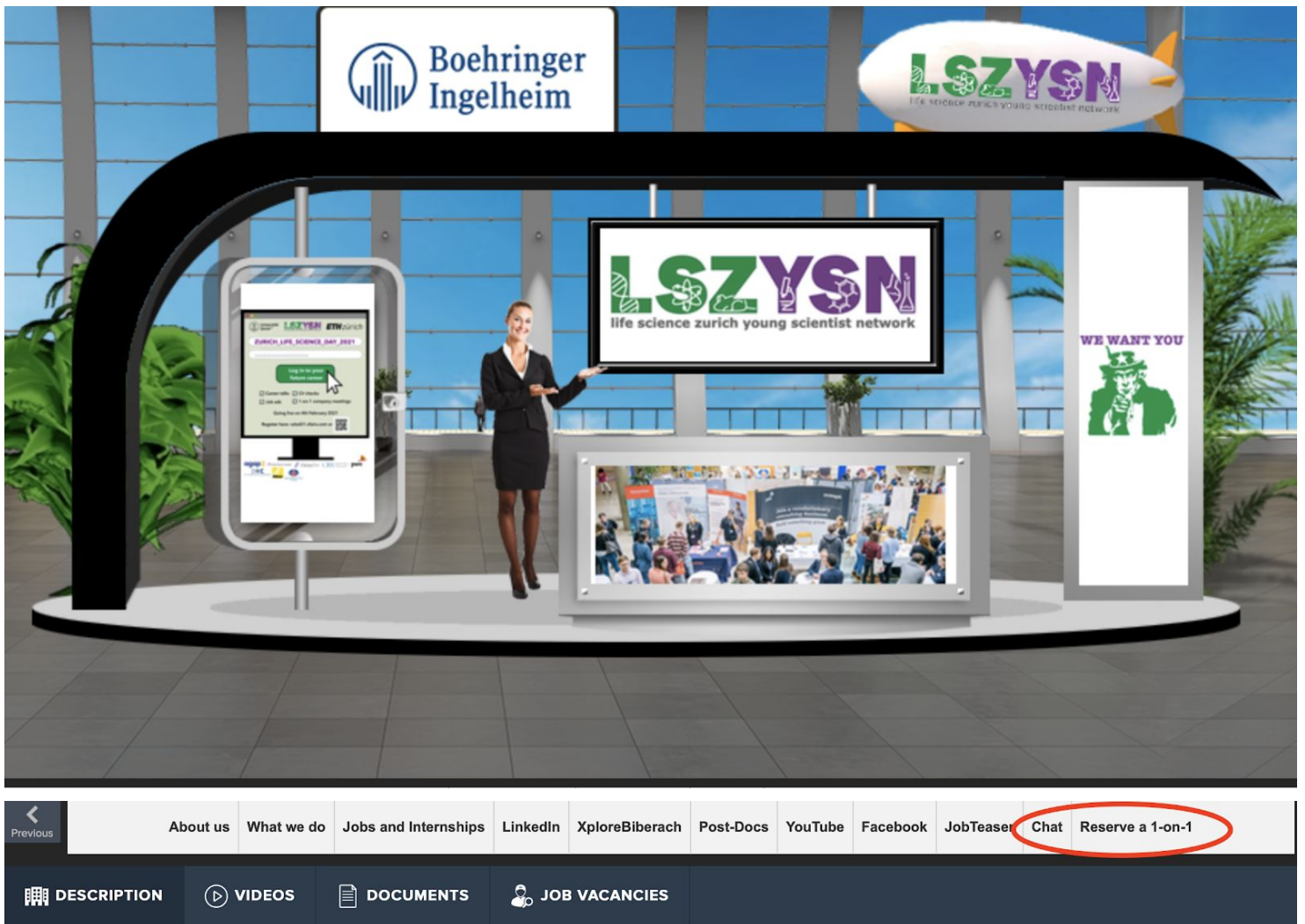


Alternatively, the list of all booths (sorted alphabetically) is also available in the “Exhibitors Index” in the Exhibit Hall. You can also go to your desired booth by clicking on the name of the booth in the Exhibitor Index.

Exhibitors Index
Adecco Human Resources
Agap2
Boehringer Ingelheim
Bristol Myers Squibb
Celonic

2.1 Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.



Below the booth, you can see a first tab bar containing different fields of information on the company

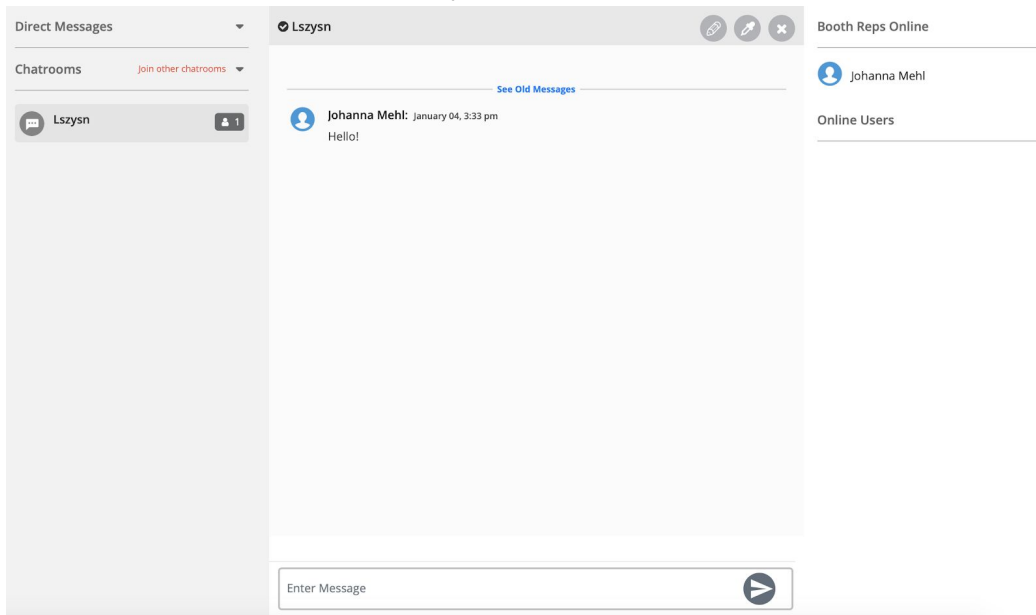
1. **Description:** A brief profile of the company.
2. **Documents:** Displays a list of Documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of Videos available which can be viewed by clicking on the view button.
4. **Job Vacancies:** Displays all job postings done by the company.
5. **Chat:** Clicking on the chat button will take you to the new window "Live Chat room".
6. **Links:** Clicking on "Website" will redirect you to the companies website
7. **Reserve a 1-on-1:** Clicking on the the button will show you the available or already reserved 1-on-1 meeting slots of the company representatives (details are described below p.14)

2.2 Booth Chat instructions

Booth Representatives and participants visitors can have public as well as private chats.

2.2.1 Public Chat

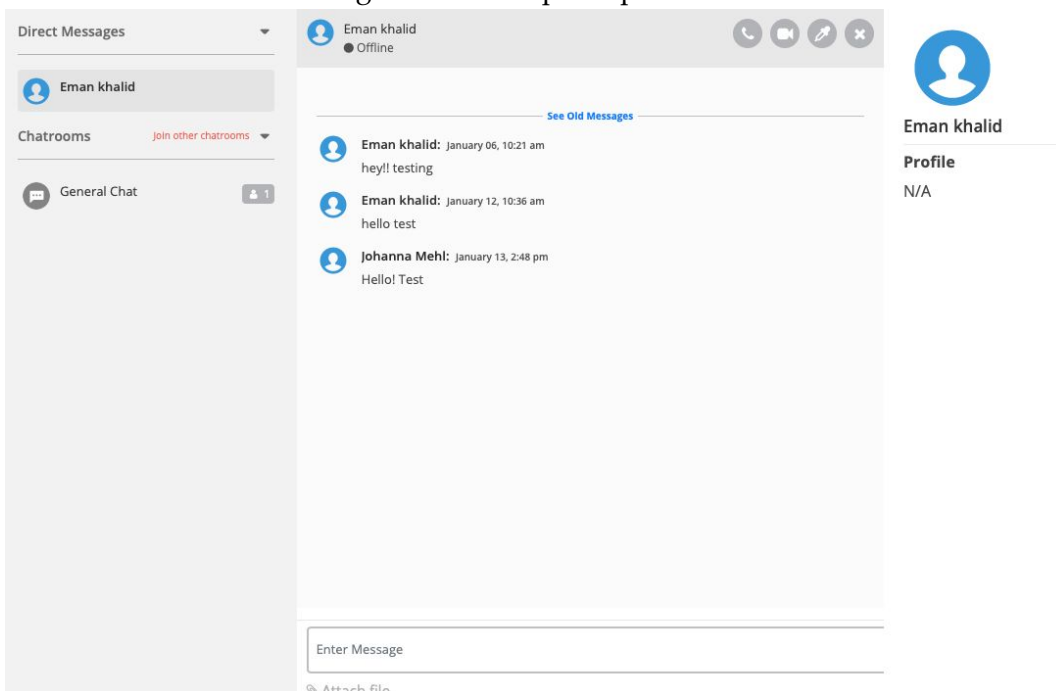
Click on the “Chat” tab and you will be taken to the Live Chat room.



Chat Rooms as seen above are for public chat where anyone can send messages. Messages sent in the public chat area will be visible to everyone.


2.2.2 Private Chat

To initiate a private chat, click on an online user (visible on right hand side under “online users” heading) or click under “direct chat” and start chatting as this will open a private chat.







3. Resources

The “Resources” tab accumulates all the documents/presentations uploaded by the different exhibitors participating in the event in one place.

 Resources ✕

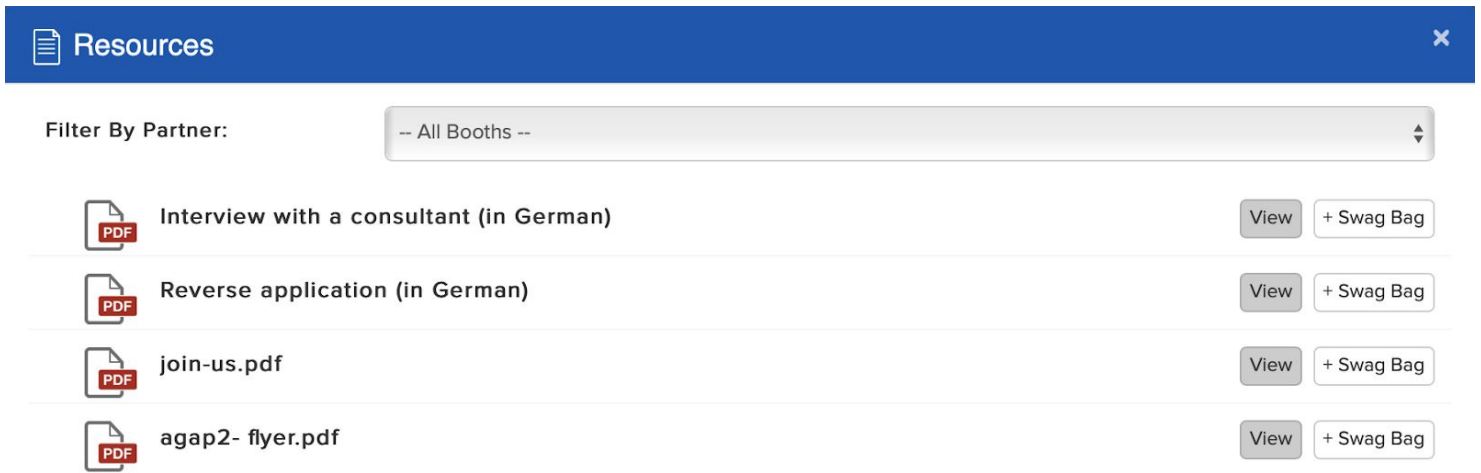
Filter By Partner: -- All Booths --

 Interview with a consultant (in German)	<a data-bbox="1112 472 1161 514">View <a data-bbox="1177 472 1274 514">+ Swag Bag
 Reverse application (in German)	<a data-bbox="1112 535 1161 577">View <a data-bbox="1177 535 1274 577">+ Swag Bag
 join-us.pdf	<a data-bbox="1112 598 1161 640">View <a data-bbox="1177 598 1274 640">+ Swag Bag
 agap2- flyer.pdf	<a data-bbox="1112 661 1161 703">View <a data-bbox="1177 661 1274 703">+ Swag Bag

4. Swag Bag

“Swag Bag” is a counterpart to a shopping bag. To add documents into your swag bag:

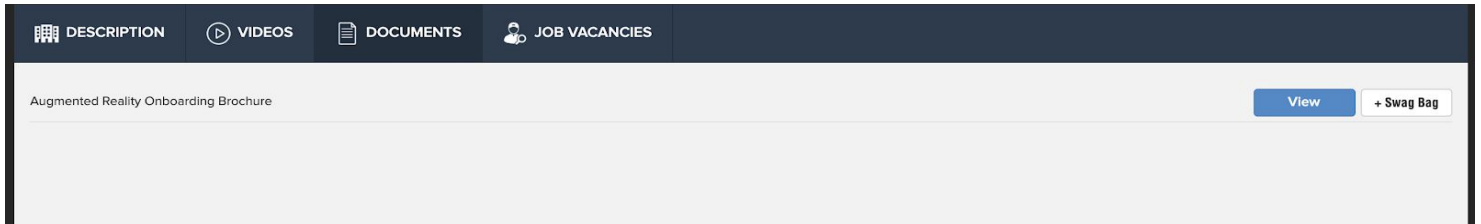
- go to the Resources tab, click on **+swagbag** option visible in the back of each listed document & it will be added into your swag bag



The screenshot shows a blue header bar with a document icon and the text "Resources" on the left, and a close icon (X) on the right. Below the header is a "Filter By Partner:" label followed by a dropdown menu currently set to "-- All Booths --". The main content area displays a list of four documents, each with a PDF icon, a title, and two buttons: "View" and "+ Swag Bag".

Document Title	View	+ Swag Bag
Interview with a consultant (in German)	View	+ Swag Bag
Reverse application (in German)	View	+ Swag Bag
join-us.pdf	View	+ Swag Bag
agap2- flyer.pdf	View	+ Swag Bag

- go to the exhibitor booth and you can also add documents into your Swag bag



The screenshot shows a dark navigation bar with four tabs: "DESCRIPTION", "VIDEOS", "DOCUMENTS", and "JOB VACANCIES". The "DOCUMENTS" tab is active. Below the navigation bar, the document title "Augmented Reality Onboarding Brochure" is displayed on the left, and two buttons, "View" and "+ Swag Bag", are on the right.

From the Swag Bag you can email yourselves the selected documents.

5. Auditorium

To view the webinars and the agenda of the event, click on the main illustration in the auditorium.



To view the list of the webinars, you can click on the respective keynote lecture, morning or afternoon sessions. To access a webinar, simply click on the button "join the webinar" on the right in green available 2 min before the start of the webinar.

Please turn off your camera and microphone when you join the Zoom Webinar, after the talk there will be a Q&A session. Please write your question in to the chat the moderator will ask it as soon as possible.



FEBRUARY 4TH

"Strategic Job Search"



Bruno Casimiro

Thu, February 04, 8:30 AM
(CET)

29 days, 13 hours, 4 minutes

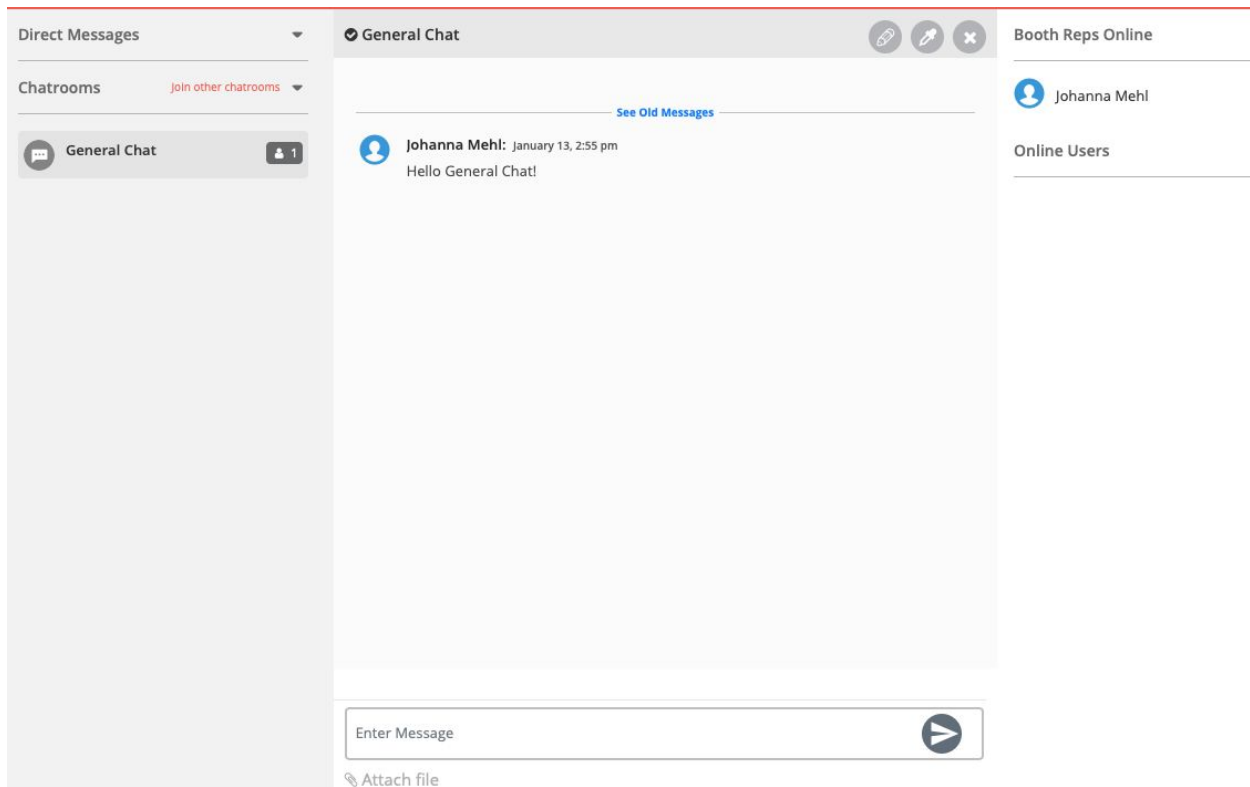
Talk Content:

- Understanding the global job market
- Career Tools CV & Cover Letter – Dos and Donts
- The Hidden Job Market
- LinkedIn as a tool to Network and build relationships that will help secure a role
- Develop your elevator pitch
- Live Networking

You will be directed to a broadcasted Zoom-Webinar to listen to the talk. If you have any questions concerning the topic of the talk, you can ask them by writing them into the chat during the Q&A Session.

6. Networking

This tab redirects to a “General Chat” where all the participating companies and people can interact with each other.



7. Survey

If you click on the “Survey” you will be redirected to a Survey where you can evaluate the event. We would be very happy, if you could give us feedback on our event.

Zurich Life Science Day 2021 Participant Feedback

Thank you for joining our very first virtual Zurich Life Science Day! We are passionate about continuously improving our event and would appreciate a few minutes of your time to fill out the following questionnaire and share with us what you think we could do better. By filling in this questionnaire, you automatically take part in the prize draw of the 50 CHF Digitec Gift Card! Thank you in advance and we hope to see you at one of our next events! Any questions or interested in working with us? Contact us at info@lszysn.ch

Age

>20 21-25 26-30 31-34 >35

Gender

Female Male N/A

Career Level

-Bachelor student -Master student -PhD student – 1st year -PhD student – 2nd year -PhD student – 3rd year -PhD student – 4th year -Post-doctoral fellow -Professional

-Other

8. Job Wall

The “Job Wall” tab is an area which accumulates all the jobs listed by the exhibitors participating in the virtual event. Utilize the filters to find the jobs listed by any organization that interests you.

Booth Name	Title	City
- Select -		- Select -
Farma Industria Ticino	Marketing Specialist	Soho Flordis International Switzerland SA, Bioggio (CH)
Farma Industria Ticino	Intern - Statistics & Data Management Department	Helsinn Healthcare SA, Lugano
Farma Industria Ticino	Intern - Medical Affairs Department	Helsinn Healthcare SA, Lugano
Farma Industria Ticino	Intern - Drug Safety Department	Helsinn Healthcare SA, Lugano
Farma Industria Ticino	Intern - Clinical Operations Department	Helsinn Healthcare SA, Lugano
Lonza AG	Laborant QC (w/w/d) - 80-100%	Visp
Lonza AG	Wissenschaftler in QC Mikrobiologie (m/w/d)	Visp
Lonza AG	Chemist Quality Control (m/w/d)	Visp

Help Desk:

Help Desk is the technical chat room. During the event, a dedicated vFairs representative and a dedicated LSZYSN member will be available to answer any questions regarding the virtual environment & how to access it. Just click on the Help Desk in the Lobby and it will lead you to the Tech support chat room.



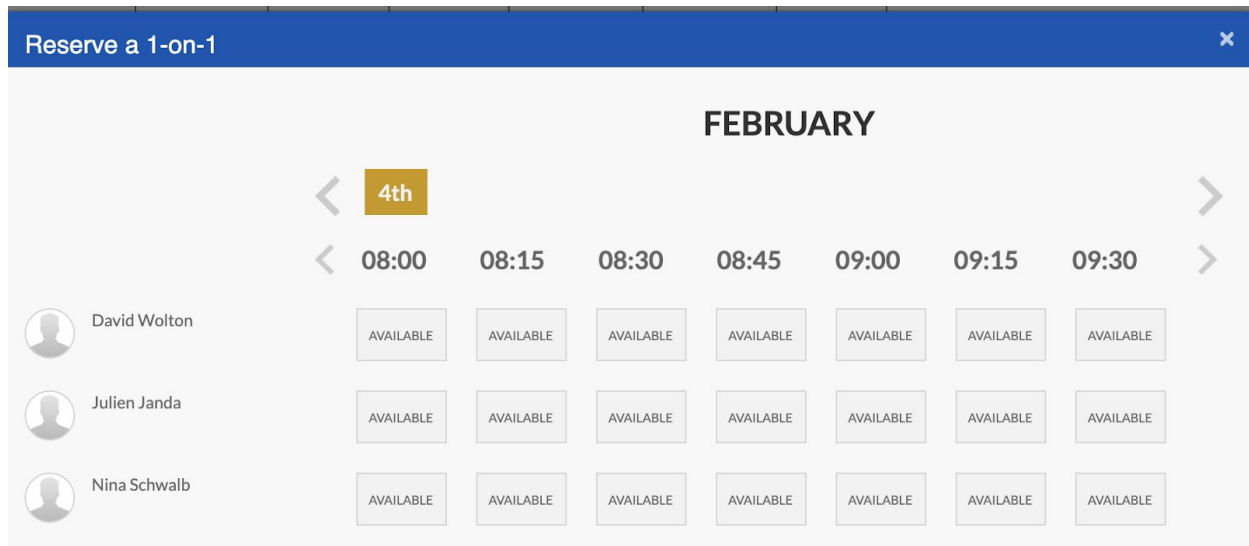
How to book a CV-check or 1-on-1 meeting slot:

To reserve a 1-on-1 meeting slot with a company representative or a CV-checker you will need to enter/click the booth of the respective company or the CV-Check booth.

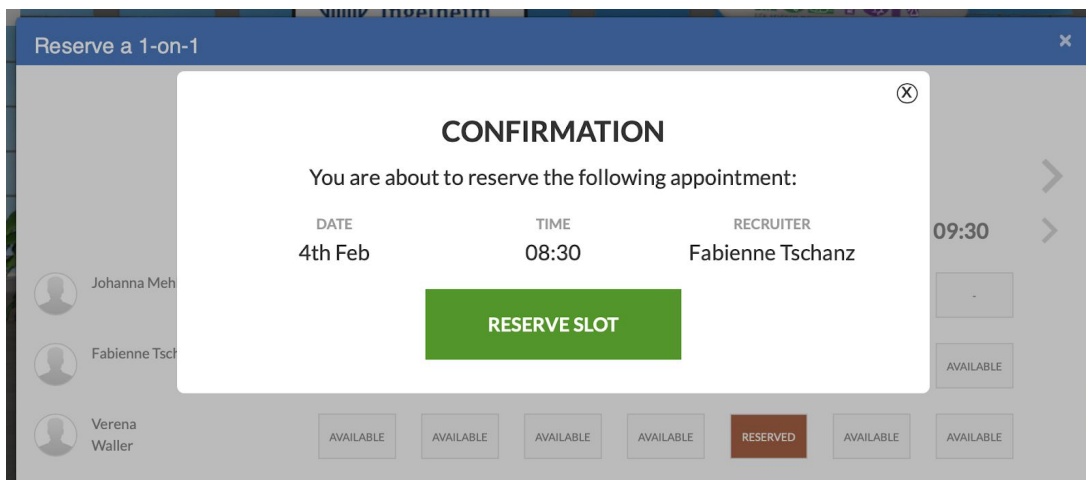
After clicking on the booth you will see a “Reserve 1-on-1” tab.



Clicking on the “Reserve 1-on-1” tab will open a schedule with all the available and already booked 1-on-1 meeting slots of all the company representatives/CV-checkers offering such slots.



You can select the slot to your convenience and by clicking on “Reserve slot” you will confirm the reservation of that meeting slot.



After this you will receive a mail to your mail-account (used for the vZLSD registration) confirming the reservation of the slot. The company representative or CV-checker, with whom you reserved a meeting, will receive a mail as well.

In the mail the different steps how to start your 1-on-1 meeting are described:

Once you are logged in:

1. Navigate to the **Exhibit Hall** from the Top Menu or the Lobby.
2. Click on the Booth Name of your reserved slot.
3. Click on the **Chat** button just below the booth image.
4. Once the chat window opens up, look up the company representative, with whom you have booked the slot, from the list on the right hand side.
5. Click on the company representative, start chatting in a private chat and the company representative will start the video call accordingly for your 15 minutes 1-on-1 meeting.
6. We wish you all the best and if you have any questions, please write a mail to customersupport@vfairs.com.

Please finish your 1-on-1 meeting after 15 minutes sharp, so other attendees have the chance to talk to the company representative as well!

That is all from our side. We hope you have a great & productive event!

Yours,

The LSZYSN Team

