

Instruction Manual for Attendees

Virtual Zurich Life Science Day 2022



FEB 8th, 2022

Mark your calendars now



NO TRAVEL NEEDED

Participate from wherever you are



LEARN & NETWORK

Biggest Life Science Career Fair in
Switzerland

8th of February 2022
8:00 AM – 6:00 PM (CET)

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1. Getting Started

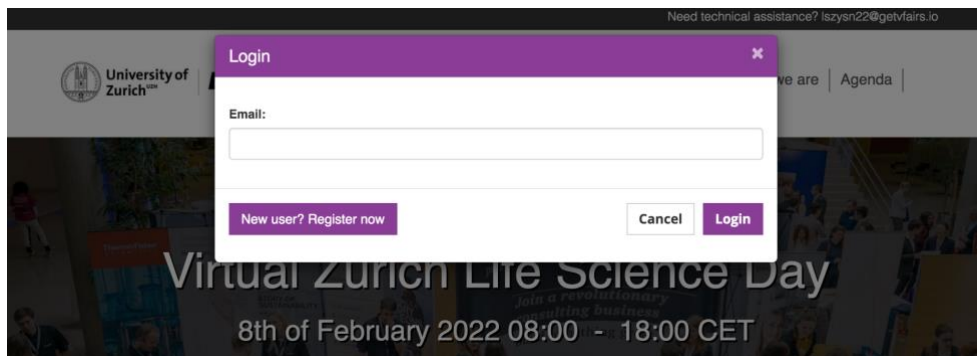
This manual aims to guide you through the vFairs platform so you can make the most out of your participation at the **Virtual Zurich Life Science Day**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

1.1. Main page

Type in the URL: <https://vzlsd22.vfairs.com/> in the address bar of your browser to visit the online event. We recommend that you use the **latest version of Google Chrome, Safari or Firefox** for best performance. In case you have any technical issues with the platform, answers can also be found at the vFairs troubleshooting website: <https://vfairssupport.zendesk.com/hc/en-us>. Alternatively you can contact us via partnering@lszysn.ch.

1.2. Login

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. After this you will be asked to change your password.



Navigating your way around the Virtual Zurich Life Science Day 2022

2. Navigation Bar

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



Below, we provide you with a brief description of the navigation bar tabs.

2.1. Lobby

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



2.1.1. Visit a Booth

To visit a booth of interest, simply click on the respective company logo in the main hall. You can also enter the exhibit hall by clicking on “Exhibit Hall” or by clicking on “Exhibit Hall” in the main navigation bar (see p. 6).

2.1.2. 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. 13). You can also schedule a professional CV picture session by filling in the Jotform that was send out to your email account used for registration (see p. 14).

2.1.3. The Job Wall

By clicking on the illustration “The Job Wall” in the lobby or by clicking on the “Job Wall” in the main navigation bar, you will be able to access the information of all the public job vacancies from participating companies (see p. 12).

2.1.4. Help Desk

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

2.1.5. Auditorium

If you are interested in a specific webinar/talk, click on “Auditorium” in the lobby or click on “Auditorium” in the main navigation bar to join the webinar/talk (see p. 10).

2.1.6. Exhibit hall

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

2.2. Exhibit Hall

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

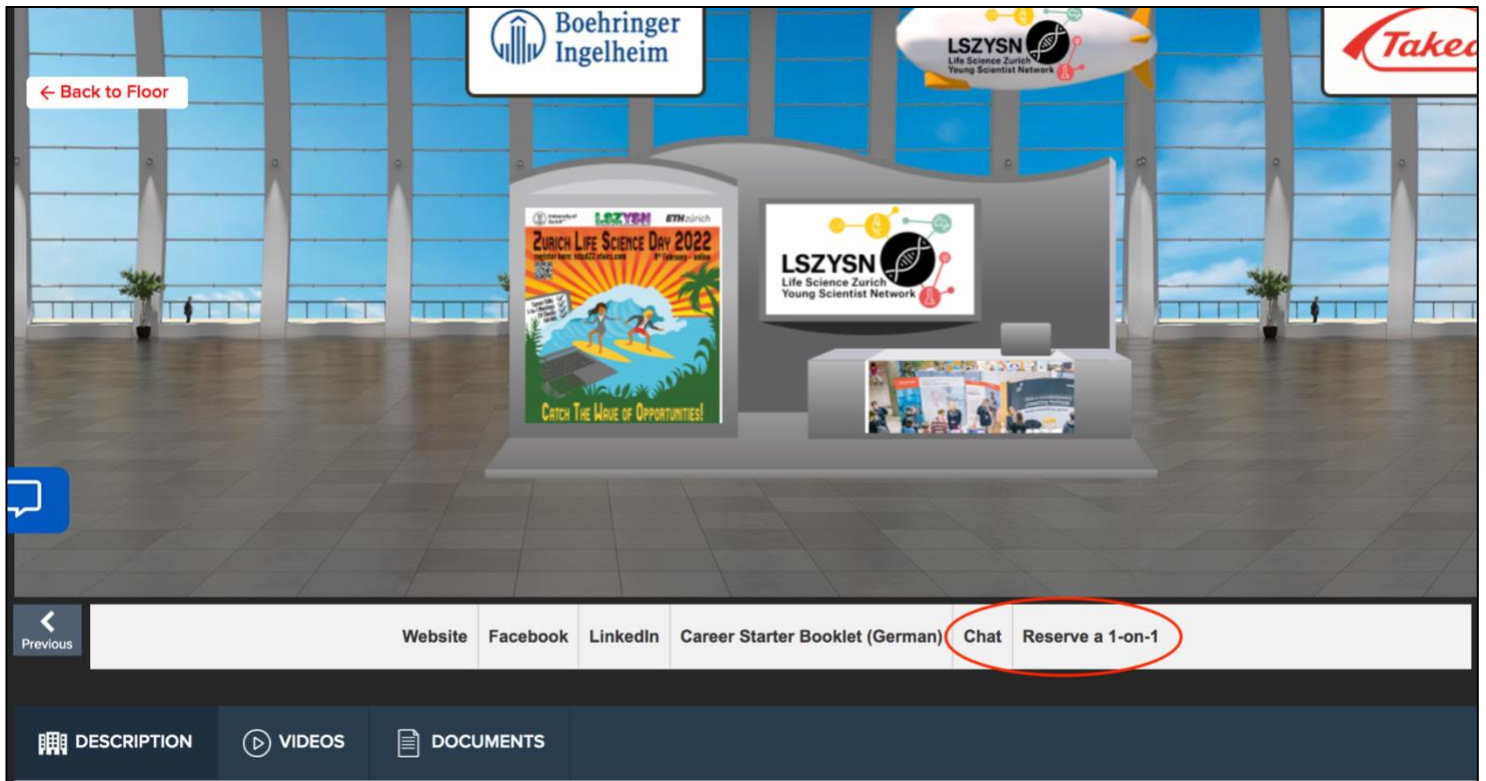


Alternatively, the list of all booths (sorted alphabetically) is also available below the “**Exhibitors Index**” in the Exhibit Hall. You can go to your desired booth by clicking on the name of the booth in the Exhibitor Index.

Exhibitors Index
ADR-AC GmbH
Boehringer Ingelheim
Bristol Myers Squibb SA
CARBOGEN AMCIS

2.2.1. Booth View

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



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

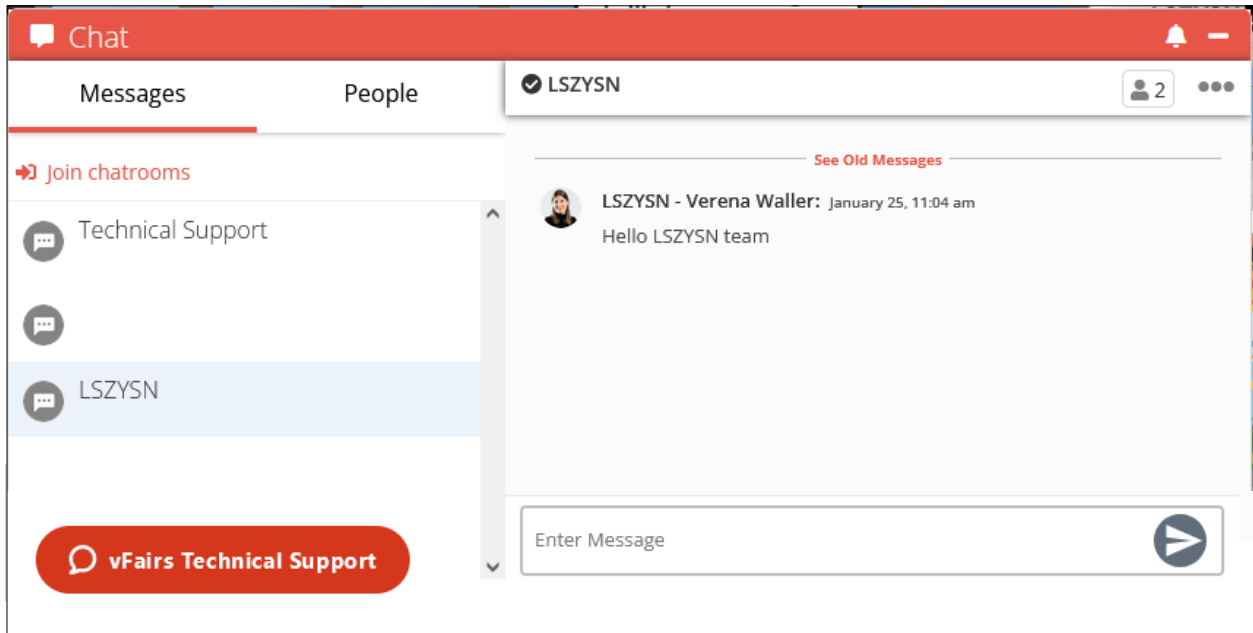
- **Description:** A brief profile of the company.
- **Documents:** Displays a list of Documents available which can be viewed by clicking on the view button.
- **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
- **Job Vacancies:** Displays all job postings of the respective company.
- **Chat:** Clicking on the chat button will take you to a new window "Live Chat room".
- **Links:** Clicking on "Website" will redirect you to the company's website
- **Reserve a 1-on-1 slot:** Via this button participants will see available or already reserved 1-on-1 meeting slots of the company representatives and you can book 1-on-1 meetings (details are described below p.13).

2.2.2. Booth Chat instructions

Booth representatives and participants can have public as well as private chats.

a. Public Chat

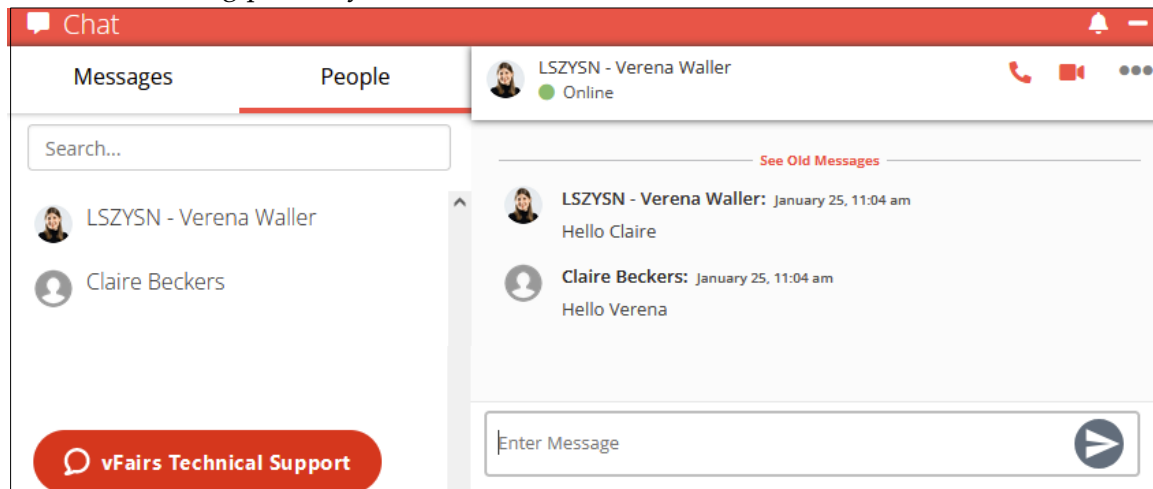
Click on “Join chatrooms”, select the chatroom of the booth you want to join, and you will be taken to the Live Chat room.



The public chat rooms are accessible by all participants and company representatives. All messages are visible to everyone.

b. Private Chat

To initiate a private chat, click on an online user (visible on the right-hand side below “People” tab) and start chatting privately.

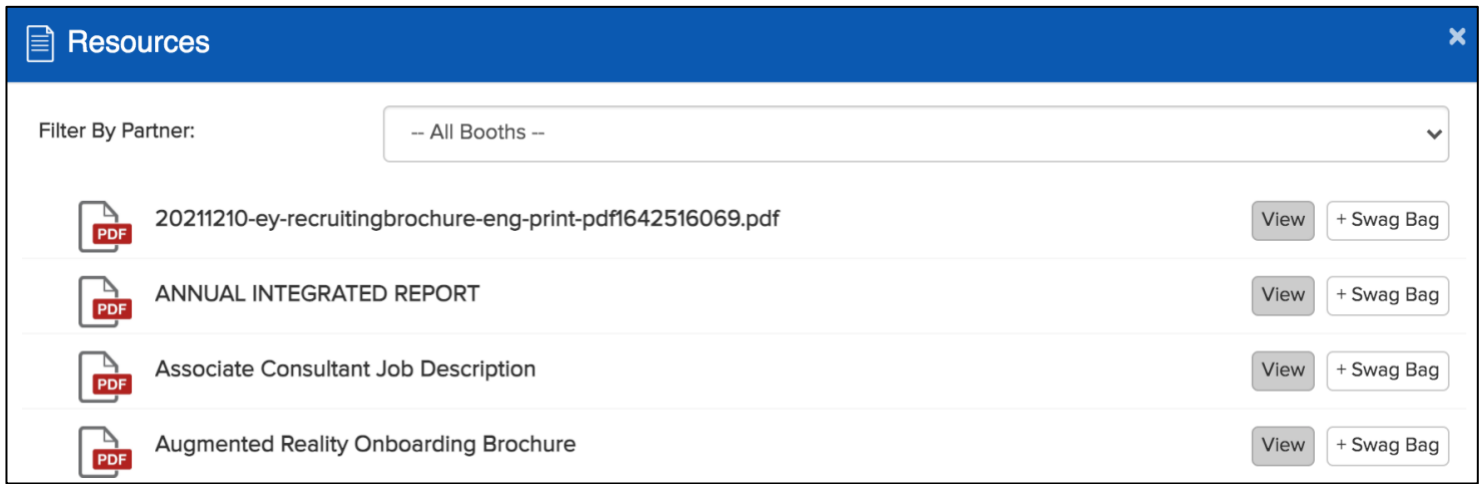


2.3. Video Vault

The “Video Vault” tab accumulates all the videos uploaded by the different exhibitors participating in the event in one place.

2.4. Resources

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



The screenshot shows a 'Resources' tab interface. At the top, there is a blue header with the word 'Resources' and a close button. Below the header, there is a 'Filter By Partner:' section with a dropdown menu currently set to '-- All Booths --'. The main content area displays a list of four PDF documents. Each document entry includes a PDF icon, the document title, and two buttons: 'View' and '+ Swag Bag'.

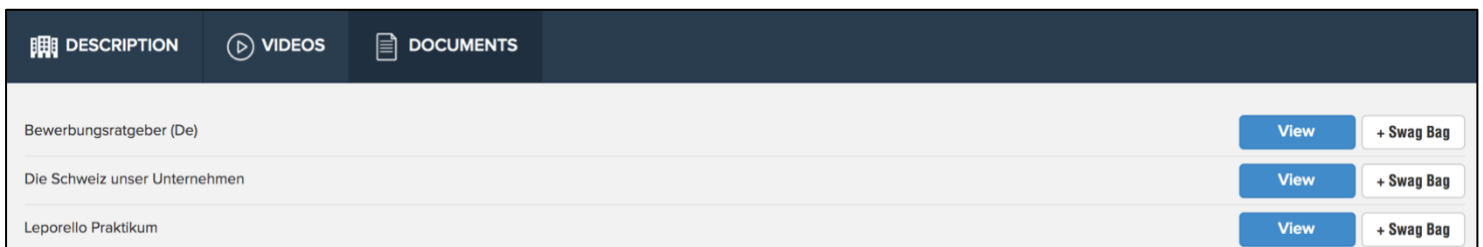
Document Title	View	+ Swag Bag
20211210-ey-recruitingbrochure-eng-print-pdf1642516069.pdf	View	+ Swag Bag
ANNUAL INTEGRATED REPORT	View	+ Swag Bag
Associate Consultant Job Description	View	+ Swag Bag
Augmented Reality Onboarding Brochure	View	+ Swag Bag

2.5. 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 the “+ Swag Bag” option visible at the very right of each listed document and it will be added to your swag bag (see picture above).
- You can also add documents into your Swag Bag at the company’s booths directly.

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



The screenshot shows the 'DOCUMENTS' tab interface. At the top, there is a dark blue navigation bar with three tabs: 'DESCRIPTION', 'VIDEOS', and 'DOCUMENTS'. The 'DOCUMENTS' tab is active. Below the navigation bar, there is a list of three documents. Each document entry includes the document title and two buttons: 'View' and '+ Swag Bag'.

Document Title	View	+ Swag Bag
Bewerbungsratgeber (De)	View	+ Swag Bag
Die Schweiz unser Unternehmen	View	+ Swag Bag
Leporello Praktikum	View	+ Swag Bag

2.6. Auditorium

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



To view the list of the webinars, click on the keynote lecture, morning, or afternoon sessions. To access a webinar, simply click on the button “join ” on the right available 1 min before the start of the webinar. Afterwards, you will be directed to an embedded Zoom-Webinar to listen to the talk.


A Q&A session follows each talk. Please write your question into the chat and the moderator will ask it as soon as possible.

Keynote Lecture Morning Sessions Afternoon Sessions

🔍

FEBRUARY 4TH

"Strategic Job Search" Thu, February 04, 8:30 AM (CET)
29 days, 13 hours, 4 minutes

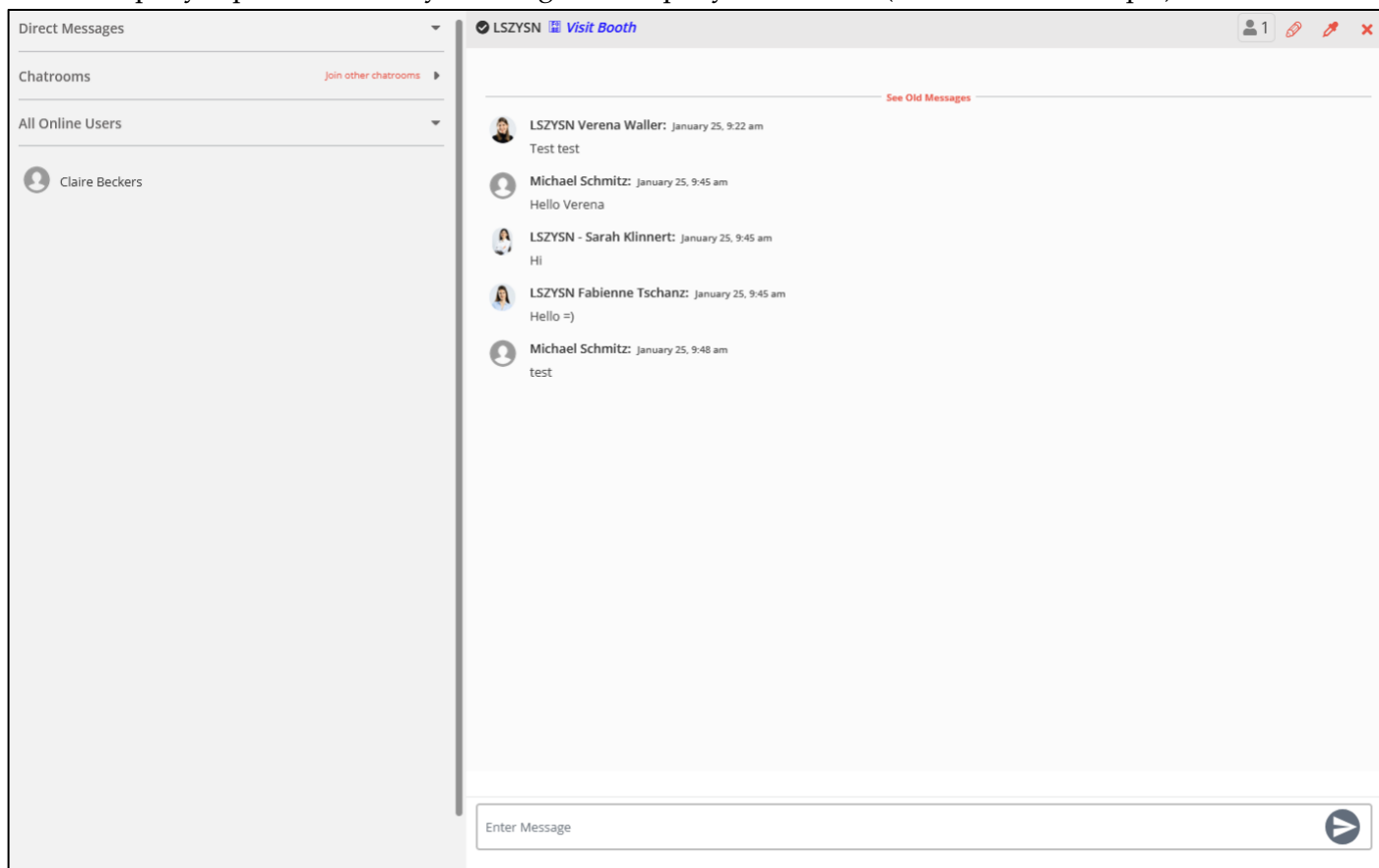
 Bruno Casimiro

Talk Content:

- Understanding the global job market
- Career Tools CV & Cover Letter – Dos and Dents
- 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

2.7. Networking

This tab redirects to a “Public Chat” where all attendees can interact with the participating company representatives by entering the company’s chatroom (see “Public Chat” p.8).



2.8. Survey

If you click on the “Survey” tab, you will be redirected to a survey to evaluate the event. We would be very happy with your feedback. This is important for us to keep improving our event, and even better, after filling in the survey you have the chance to win a great prize.

A screenshot of a survey form titled "Zurich Life Science Day 2021 Participant Feedback". The form includes a thank-you message and a request for feedback. The survey questions are: "Age" with radio button options >20, 21-25, 26-30, 31-34, and >35; "Gender" with radio button options Female, Male, and N/A; and "Career Level" with radio button options Bachelor student, Master student, PhD student - 1st year, PhD student - 2nd year, PhD student - 3rd year, PhD student - 4th year, Post-doctoral fellow, Professional, and Other.

2.9. Job Wall

The “Job Wall” tab summarizes all the jobs listed by the companies participating in the virtual event. Use the filters to find the jobs listed by any organization that interests you.

Booth Name	Title	City
- Select -		
Charles River Associates	Associate/Consulting Associate (Immediate Hire or Spring/Summer 2022)	Zurich, Switzerland
Charles River Associates	Analyst (Immediate Hire or Spring/Summer 2022)	Zurich, Switzerland
EY	Start your career with EY	Switzerland
Novo Nordisk	Junior Scientist	Bagsværd, Denmark
Novo Nordisk	Process Supporter for the Factory of the Future	Kalundborg, Denmark
Roche	Hochschulpraktikum im Value Stream Vials Volume (für Studierende im Bereich Naturwissenschaften) ab März (m/w/d)	Kaiseraugst
Novo Nordisk	Intern, cLEAN & Digitalization	Køge, Denmark

2.10. Help Desk

“Help Desk” is the technical chat room which can be accessed via the lobby. During the event, a dedicated vFairs representative and a dedicated LSZYSN member will be available to answer any questions regarding the virtual environment and how to access it. Just click on the “Help Desk” in the Lobby and it will lead you to the tech support chat room.



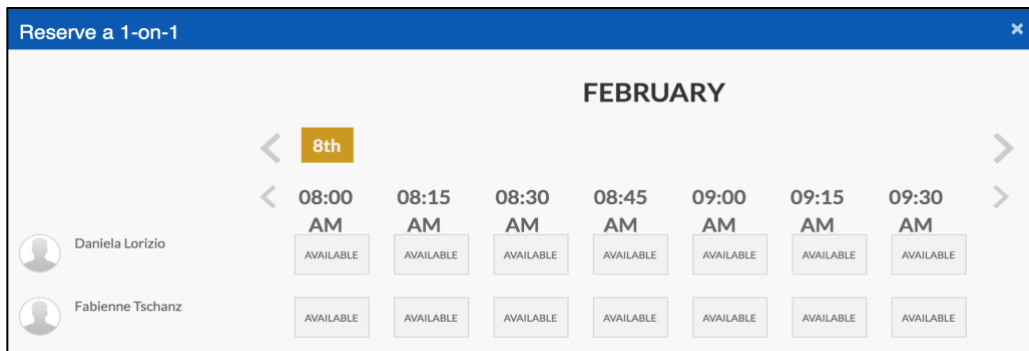
In case you have any technical issues with the platform, answers can also be found at the vFair troubleshooting website: <https://vfairssupport.zendesk.com/hc/en-us>. Alternatively you can contact us via partnering@lszysn.ch.

3. How to book and initiate a CV-check or 1-on-1 meeting

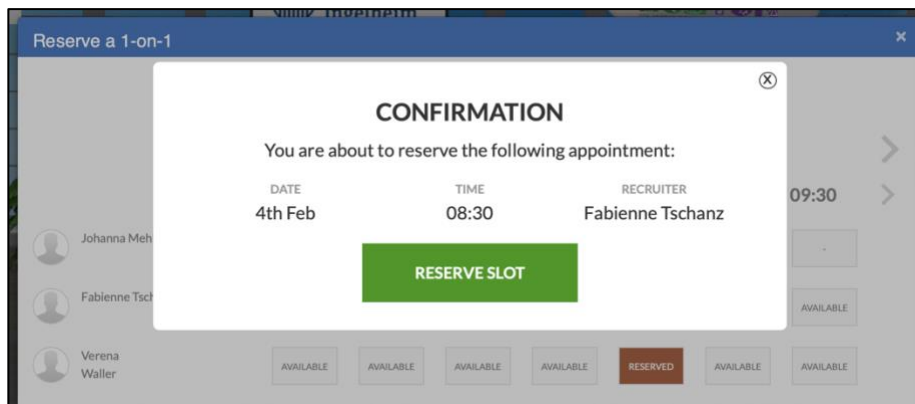
To reserve a 1-on-1 meeting slot with a company representative or a CV-checker, you need to enter the booth of the respective company or the CV-Check booth. After clicking on the booth you will see a “Reserve 1-on-1” tab.



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 slots.



You can select the slot to your convenience and by clicking on “Reserve Slot” you 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 an email 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.

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!

4. How to book a CV picture session

You can also schedule a professional CV picture session by filling out the following form:

<https://form.jotform.com/220246505581047>. An invitation for this session is also send to the email account used for your registration. Please state your full name when signing up and be aware that **the registration is binding**. After signing up, you will receive a confirmation email. The sessions will take place the 9th of February, at the Irchel Campus.

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

Kind regards,

The LSZYSN Team

