

[Welcome to the Girls Who Code Fall 2023 Hiring Summit!](#)

Welcome to the Girls Who Code virtual Hiring Summit! Thank you for registering for the **Exploratory Track**. This handbook will walk you through everything you need to know as someone registered on the **Exploratory Track** and prepare you to use our new virtual venue platform, vFairs.

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HIRING SUMMIT 101

The Girls Who Code community of college-aged students and recent graduates from across the country will join the virtual Hiring Summit for a day of exploration, learning, and connection with our partner companies. You'll meet hiring managers from companies looking to fill intern and/or entry-level technical roles through their virtual Booths and chats, as well as engage in exciting panels with industry leaders and networking opportunities with your peers.

The Girls Who Code Hiring Summit will take place on **Friday, September 8th, 2023 from 12:00-5:00 pm EST** on vFairs.

vFairs Basics:

[vFairs](#) is our virtual venue for this Hiring Summit! Before the event, you can navigate the landing page to review [what you'll do in each track](#), find the [event agenda](#) with information about each panel and interactive session, and access our [resources](#) and pre- and post-summit [workshops](#)!



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You'll have access to the **Pre-Event Mode** of vFairs beginning **Wednesday, August 23rd** by logging in with the email you used to register. Here, you'll be able to review partner booths, their resources, and any open opportunities they've shared on the platform. If you'd like to chat with a representative from the company or have more opportunities to interact with other attendees, make sure to join us on **September 8th, from 12-5 pm ET!** Recruiters will only be available during those hours on the 8th!

 Lobby  Exhibit Hall  Video Vault  Resources  Swag Bag  Auditorium  Jobs Search  Ask GWC

In the platform, you'll navigate through an immersive, interactive environment through the navigation bar above to learn more about the tech industry and our partner companies.

- In the **Lobby**, you'll have a full view of each part of the event! You can move around the platform from this location or through the navigation bar featured above this section!
- The **Exhibit Hall** features all of our partners' booths, including companies like ServiceNow, Accenture, RTX, Deloitte, and Logitech! Jump into each booth to review their resources and keep questions in mind to bring to the chat as you network with recruiters directly during the live event.
- In the **Auditorium**, you'll hear from GWC Alumni, industry leaders, and employees at our partner companies about AI, social capital and professional networks, how to find the right career fit for you, and more!
- For peer-to-peer networking, head to the **Matchmaking** tab! We'll have three windows of time where we will encourage job seekers to jump into this section to connect with peers for quick, 1:1 networking sessions on the platform.
- Jump into the **Chat** to join each Booth's chatroom, the Ask GWC channel, and to interact in one-on-one conversations with other attendees! Your chat will be accessible at all points in your vFairs experience, so make sure to jump back in periodically to see where the conversation continues and to respond to any outreach you get from peers or recruiters.
- The **Job Search** section collects all opportunities that attending companies have inputted into the platform for you to search through. Try keywords related to the types of positions you're looking for here to streamline your search!
- The **Resources** and **Video Vault** sections collect all the materials across vFairs and put them together! From specific booth documentation to this handbook, these sections will be helpful for you to find everything you need to learn more about the industry.
 - If there's anything you want to keep, download, or review later, add it to your **Swag Bag**! This feature will hold as many documents and videos as you'd like, and you'll be able to email them to yourself before the event ends and for a few days after the live sessions.
- The **Info Desk** will be your landing zone for any questions. Check it out to see more about GWC programs, chat with GWC staff about any Hiring Summit questions, or get support from the vFairs team about navigating and accessing the platform.


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LIVE EVENT



Tips for Entering a Booth During the Live Event:

- Review the materials available at each Booth. Partners may have videos, FAQs, links, or forms available to explore and get familiar with their company.
- Join the booth's chatroom! Select "Chat" → "Join Chatroom" → Select the Booth's name → Join the conversation!
 - Make sure to join the "Ask GWC" Chatroom as well if you have any questions throughout the event!
- Use the Chat feature to tell partner organizations who you are and ask any questions to the recruiters who are there.
 - i.e. "Hi, I'm Janelle, a senior about to graduate from the University of Maryland with a major in Computer Science. I'm really interested in the intersection of tech and finance! Can you tell me about the hiring process for [open role]?"
 - Don't enter into a booth, introduce yourself, and leave. Make sure to interact with the employees in each booth you are interested in. Ask questions!
 - *Please note, that recruiters will only be in the booth chat during the live event on **September 8th, from 12-5 pm ET.***
- Use the People feature to invite individuals to chat one-on-one. You can keep multiple direct messages going at once, and if you're talking to someone promising, invite them to a video/audio call or share your contact card.
- Be patient, recruiters are busy! It may take a few minutes for recruiters to respond to you or set up a chat. In the case that you're not prepared to connect with recruiters during the event, be sure to send them a direct message by clicking on their name to set a time up after the Hiring Summit.

Tips for Follow-Up:

The job search doesn't end with the close of this event!

- Send thank-you notes to any hiring managers or recruiters you connected with. Include your resume, LinkedIn, a short note about your conversation, and a reminder that you met them at the GWC Hiring Summit. If you learned of any opportunities that fit your skills and experiences, get to applying!

- Girls Who Code will be sending a Job Search Toolkit following the event. It will feature template thank you messages, starter questions for informational interviews, and interview prep materials. Keep an eye out for this resource and take advantage of the template messages!

ACTIVITIES & COMMUNITY

As you go through the platform and learn more about our partners, make sure to take a moment and engage with our community! During the live event, you'll be welcome to participate in the following activities:

- The **Leaderboard Challenge** is where you'll earn points for navigating around the platform, visiting booths, and attending panels. Attendees at the top of the leaderboard will win a prize for their participation!
- A **Scavenger Hunt** throughout the platform will be available for you to find and select icons around the whole event. If you find all five icons, you'll be entered into a raffle to win a separate prize as well!
- Take a GWC Hiring Summit selfie in our **Photo Booth** and share it online with the hashtag: #GWCHiringSummit.
- Make sure to join the **Matchmaking** sessions for peer-to-peer networking during the event!



Want to get a head start building relationships with our GWC community? Join our [Discord server](#) and chat with others as they prepare to attend with you!

FAQs

What tech do I need to participate in the Hiring Summit?

This event will include networking video calls, so please ensure you are on a device with a video camera and a microphone and are able to participate from a quiet environment. vFairs online events are fully compatible with Desktop (web) on the following browsers when updated to the latest version: Google Chrome, Mozilla Firefox, and Microsoft Edge (Chromium version on Windows 10 only). Additionally, vFairs offers a mobile application for free download through which you may attend the event.

What do I need to bring to the Hiring Summit? How can I prepare?

- Set yourself up for success by making sure your resume is up to date. Your resume will be submitted with your registration form, and you'll have the opportunity to make changes to your profile at any time before the live event.

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- Similarly, update your LinkedIn so that you can share that link with other attendees easily. Make sure to check out our Workshops page on vFairs! We'll host two sessions before the event to ensure you're doing everything you can to prep for the big day, including guidance about how to make the most of the event through vFairs.
 - [Pre-Summit Workshop: Preparing for Interviews](#) - Wednesday, August 30, 2023, 6:00 PM ET
 - Learn about how to conduct role and company research, what questions and answers to prepare in advance, and get an overview of what interviews will look like on the vFairs platform.
 - [Pre-Summit Workshop: Make the Most of the Hiring Summit](#) - Wednesday, September 6, 2023, 6:00 PM ET
 - Explore how to make the most of any career fair, tips and tricks for relationship building with companies before applying to roles, and the importance of networking in hiring events.
- Girls Who Code has recorded webinars on topics like [How to Prepare for a Virtual Career Fair](#), [Crafting Your Resume](#), and more on YouTube and on our Hiring Summit website's [Previous Resources](#). We will be adding guidance on how to prepare for your specific track to this platform as well!
- Lastly, think about your environment. Video calls will be available through the Matchmaking and Chat portions of the event. You'll want to ensure your camera and microphone are working, that you have a well-lit, clear space to sit, and that you are dressed to meet new professional contacts.

What kind of accessibility will there be for attendees?

On vFairs, users will be able to alter the website's design according to their needs and preferences. Once you've registered, you can choose an accessibility profile from seizure-safe, vision-impaired, cognitive disability, ADHD-friendly, and additional vision or motor disability options. The platform features live video transcription and captioning, alternative text attributes for images, color-contrast toggles, text size adjustment, and simplified platform navigation with key controls. For more information on vFairs accessibility, review the platform's features [here](#).

I'm confused! What am I supposed to do and when?

From now until the live event on September 8th, you are welcome to explore the Pre-Event Mode of the platform. Check out open opportunities, which companies will be in attendance, and start to review their materials. Join us during the live session from 12-5 pm ET on the 8th to engage with panels, recruiters, and build your peer and professional network with all of our engagements!

Is there a dress code?

While there is no formal dress code, many parts of the platform require you to be on camera when networking. Be sure to come dressed ready to meet professionals and network! You'll want to be comfortable while also dressed to impress.

There is one company I really want to talk with. How can I make the best first impression?

Join during the live event, introduce yourself, and ask questions! Make sure to interact with employees in the booth and have a conversation in the chat.

What happens if I enter a booth and no one is there?

Make sure to join during the live event, on September 8th from 12-5 pm ET! Aside from breaks that each booth with take, recruiters will only be active and chatting with attendees during that live session. If no one is in the booth chat when you jump in during that window, head to another part of the event for about a half hour and come back! If you still see no activity, head to Ask GWC to check in with our support staff.

Where do I go day of with questions?

For technical assistance, head to the Info Desk and start a chat with our vFairs representative! If you have any questions about the event, what you should be doing, or GWC programs, you can access our staff in the GWC tab in the Info Desk or through the chat in Ask GWC!

Do I have to attend the whole day?

You can build your own schedule! The event will be accessible and full of activities for the full five hours, and you can review the schedule on our landing page. Join for as long or as little as you'd like - though we highly recommend sitting in on our panel discussions and joining our networking sessions on the platform!

I heard there is an interview track. What is that and is it too late to change tracks?

The interview track closed on August 16th to allow for recruiters to review the eligible candidates for their roles. Unfortunately, we cannot switch tracks at this point. That being said, you can still access the entire live event - including the application links to open positions and the opportunity to chat with recruiters and representatives from different companies during the live event!

I want to bring a friend! When is the last day to sign up?

We intend to leave the exploratory track registration available through to the end of the live event! Anyone can register up until 4:59 pm ET on September 8th. That said, GWC may close registrations before then if we have reached our upper limit of attendees - so the sooner you sign up, the better!

Have more questions? Email collegeandcareers@girlswhocode.com.



CODE OF CONDUCT

Girls Who Code is committed to the Hiring Summit being a fun, productive, and harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate the harassment of participants in any form. Participants asked to stop any harassing behavior are expected to comply immediately and may be removed from the event.

Honor and embody the Girls Who Code Core Values: Bravery, Girls-First leadership, Sisterhood, Quality, and Candor while attending the Hiring Summit.

As attendees of the Girls Who Code Summer Hiring Summit, all participants must be mindful to act with kindness, honesty, and respect when communicating with fellow attendees, including job-seekers, hiring managers and partner employees, and Girls Who Code Staff. GWC has a zero-tolerance approach to bullying and discrimination.

Attendees must use appropriate language and actions during all Girls Who Code Summit activities. The following types of activities will result in removal from the Hiring Summit immediately, and Girls Who Code may remove any participant who is disrupting the event and preventing others from fully participating.

- Sharing any kind of sexual content
- Making sexual jokes or comments to a participant
- Making offensive comments or sharing offensive content related to gender, gender identity, and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, or religion
- Making unwelcome comments regarding a person's lifestyle choices and practices, including those related to appearance, clothing, food, health, parenting, drugs, and employment.
- Deliberate misgendering or use of 'dead' or rejected names
- Continuing to attempt one-on-one communication after requests to cease

Reporting

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact the Girls Who Code Staff directly in vFairs at the Info Desk or email collegeandcareers@girlswhocode.com.

We will respect confidentiality requests for the purpose of protecting victims of abuse. At our discretion, we may publicly name a person about whom we've received harassment complaints or privately warn third parties about them. We will not name harassment victims without their affirmative consent.

Consequences

If a participant engages in harassing or inappropriate behavior, the organizers may take any action they deem appropriate, up to and including expulsion from the Hiring Summit prohibiting future participation in Girls Who Code events, and identifying the participant publicly as someone about whom we've received complaints.