

VIRTUAL EMPLOYER TABLES

Instructions for Employers

1. Go to [Career Connection](#) and log in. Once logged in, go to Events→ Career Fairs, and select the event. If you do not have a Career Connection account, you can create one during registration at the following link:
 - <https://nvcc-csm.symplicity.com/events>
2. Complete the registration form with as much detail as possible. Your company's information will be displayed in your virtual table for students to view before and during the event. Students will access your group meeting link on the day of the event to visit your table and chat with you. If you don't plan to be online for the entire two hours, please be sure to specify exactly when you will be available for students to visit your virtual "table" in your Group Chat Schedule Instructions.

Your registration will be reviewed for approval within one business day. Please note that you will be shown a \$0.00 invoice once you confirm your registration. Virtual employer tables are currently free to reserve.

3. At the date and time of the virtual employer table event, login to and open the group meeting link (Zoom, GoToWebinar, etc.) that you provided to students during your registration. There is no need to login to Career Connection for the event. Simply login to your meeting link and wait for students to visit you.