REGISTERING FOR AN AIRMEET EVENT

1. Use the event link provided by the WSU representative to reach the event landing page. This page will display the event details like title, date, time description, etc.
2. Click on the *"Register for this event"* button.
3. We suggest you log in using your WSU email (student) or via LinkedIn/Work Email (employer)
4. Upon sign up, confirm your details--provide your name, designation (employer title/ Student Major (s), organization (Company Name/ WSU), and location details (Campus/ Company Location).
5. Select *"Next"* to go to the following screen to check all your details. If things are good, select *"Continue,"* and you're in!
6. **Make sure to block your calendar by clicking on "Add this to my calendar."**

AIRMEET FEATURES:

For a full video explanation of all Airmeet features, follow this link: https://youtu.be/BBoyccS8QAw

Joining tables:
- Tables will have labels/logos on top to inform participants what the company is at the table. The representatives from that company will take a seat at the table.
- To select a table, move your mouse over your desired table and select the *"Take a seat"* button. If you want to leave the conversation, click on the "Leave the table" button in the bottom right.
- **One student at a time can meet with each employer 1:1.** Each employer will have 1-2 "tables" per company. Students will visually "see" which employers are available as there will be at least one free chair.
- **If an employer needs to temporarily step away from the table,** students are encouraged to message them and wait for their return.

Sharing Resumes, Files, and Links:

- You will be able to speak and chat in real-time when in a call.
- Please be prepared to share a digital PDF of your resume. **The platform does not allow attachments to be shared in session, but you can share links to PDF or LinkedIn profiles.**
- You are also able to exchange emails in real-time and forward any documents that way as well.

"Extra" Tables:
- "Extra" tables will be set up at the end of all the "employer" tables. These will be drop-in style/first-come.
- If all employer tables are occupied, up to 8 students can use these tables as a "waiting" lounge.

Chat Feature:
- One will be able to message anyone in real-time. Feel free to use this feature to connect directly with employers, chat about opportunities, exchange LinkedIn info or digital resumes as you would with any standard chat feature.

Student Help Desk:
- In the event space, there will be a student help table. There you will find a Carson representative who may be able to support any question you may have. Up to 8 persons can be at the help desk table at the same time.

Employer Help Desk
- In the event space, there will be an employer help table. There you will find a Carson representative who may be able to support any questions you may have. Up to 8 persons can be at the help desk table at the same time.
- The "Help" button (Question mark icon) on the bottom right takes you to Airmeet LIVE support and FAQs to assist you in any issues during the event. **Before getting in touch with that feature, try to get assistance from the help event support agents in the lounge.**

Webinar Session Features:

- The Carson Internship Fair, Meet the Firms, Career Networking Night, and Burtenshaw Career Fair may host a brief welcome session for participants.
- During a webinar session, ALL attendees (students, staff, and employers) will be pulled into a webinar. You will be able to react with emojis and share chat messaging publicly while in session.

Reporting A Message:
- If you come across a message with objectionable content, you can report it to the host: Aimee Tejeda Lunn (aimee.lunn@wsu.edu).

TECH CONSIDERATIONS
- **Use a Laptop/ Desktop to log in.**
- Make sure to use your most updated browser. **The preferred browser for Airmeet is Google Chrome.**
- You will need a stable internet connection for the duration of the event.
- You will need a camera/video function to video chat with candidates/employers.
- **You will not be able to change your virtual background**. Plan accordingly.
- If you have difficulty seeing the speaker's feed, refresh the page/restart browser, and ensure that you close any other video/microphone conferencing tool you may have used recently (Zoom/ Webex/ Teams).
- Please refer to Airmeet General and Attendee FAQs for any Technical and Common questions before the event: https://help.airmeet.com/questions/general-faqs/common-queries
- Your point person for CNN and CIF will be Aimee Tejeda Lunn (aimee.lunn@wsu.edu). Please forward any questions their way before and during the event.