



## 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 event details like title, date, time, description, etc.
2. Click on the "Register for this event" button.
3. We suggest logging in using your WSU email (students) and work email/LinkedIn (employers)
4. Upon sign up, enter your details:

Field	For Students	For Employers
Name	Name	Name
Job Title	Major(s)	Job title
Organization	WSU	Company name
Location	Campus	Company location

5. Select "Next" to go to the following screen to check your information. 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:

- Identify tables by the company label and logo. Company representatives will take the seat on the **left side** of the table.
- To select a table, move your mouse over your desired table and select the "Take a seat" button. When you are ready to leave a conversation, click on the "Leave the table" button in the bottom right.
- **One student at a time can meet with each employer 1:1.** Employers may multiple "tables" per company. Students will visually "see" which employers are available when the right-hand seat is free.
- **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.
- 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 PDFs or LinkedIn profiles.**
- You can also exchange email addresses in real-time and forward documents that way.

### Chat Feature:

- Participants may message in real-time. Use this feature to connect directly with employers, chat about opportunities, or exchange LinkedIn info or digital resumes as you would with any 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 participants 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 participants 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 with issues during the event. **Before using that feature, try to get assistance from the event help desk agents.**

#### *Webinar Session Features:*

- The Carson Internship Fair, Meet the Firms, 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, please report it to the host: Shir Levy ([shir.levy@wsu.edu](mailto:shir.levy@wsu.edu)).

## **TECH CONSIDERATIONS**

- **Log on to Airmeet using a laptop or desktop**
- **The preferred browser for Airmeet is Google Chrome.** Make sure your browser is updated.
- 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 or restart your web browser. Ensure that you close other video/microphone conferencing apps used recently (Zoom/ Webex/ Teams).
- Please refer to Airmeet General Queries (FAQ's, Common, Technical) for questions before the event: <https://help.airmeet.com/support/home>
- Your Carson College point person will be Shir Levy ([shir.levy@wsu.edu](mailto:shir.levy@wsu.edu)). Please submit questions before and during the event.