1. Click the link for the Fair you’re attending:

   ![Job & Internship Fair](image1)
   ![Engineering Fair](image2)

   or navigate to the Events section in the [USM Job & Internship Board](#)

2. If you haven’t already, Confirm Your Attendance and Upload Your Resume

   ![Virtual Attend Button](image3)

   Be sure to toggle your Status to “Online” when the Fair starts!

For help during the Fair, please email or Google Chat with usmcareers@maine.edu or call 207-228-8505.
3. **When the Fair starts**, you’ll be able to see which employers are online and can join their queues *(or stand in their virtual lines)* to wait for a chat invitation from the employer.

4. When the employer is ready to meet with you, you’ll receive an **Invitation to Chat**.

5. When you **Accept the Invitation**, you’ll be shown instructions on how to join the meeting. This could be a Zoom room or any other type of **Videochat Platform**.
6. When the conversation is over, the employer will End the chat (or you can by pressing “End Chat”).

7. You’ll now have the opportunity to Take Notes that will only be visible to you.

8. Some employers will be offering Group Information Sessions via video chat. To find out when these are and how to join, click on an Employer’s Profile and select “Group Chat.”