

Exhibitor Guide for Navigation and Booth Access



2026 Spring Virtual Conference & Career Fair

March 25th, 2026

9am – 5pm EST

On the day of the event, use the following url to join virtually:

URL: <https://careerfair.hbcuconnect.com/>

This information manual helps employers make the most of your participation in upcoming HBCU CONNECT Virtual Conference and Career Fair. The manual includes following steps to navigate the event efficiently:

- Accessing the platform.
- Accessing your booth
- Navigating the chatroom

Video Instructions:

If you prefer to review instructions by watching our video dry run, use the url and password below to watch the video:

<https://hbcuconnect.zoom.us/rec/share/RAAEz6REjhbydgOpq5PuGrR6Mf0OSdrUZbypOfYa7Qr-lrGdlptW2yKDlyF2vGhx.zMXyAh80j65VvalE>

Passcode: C%ReKJ9n

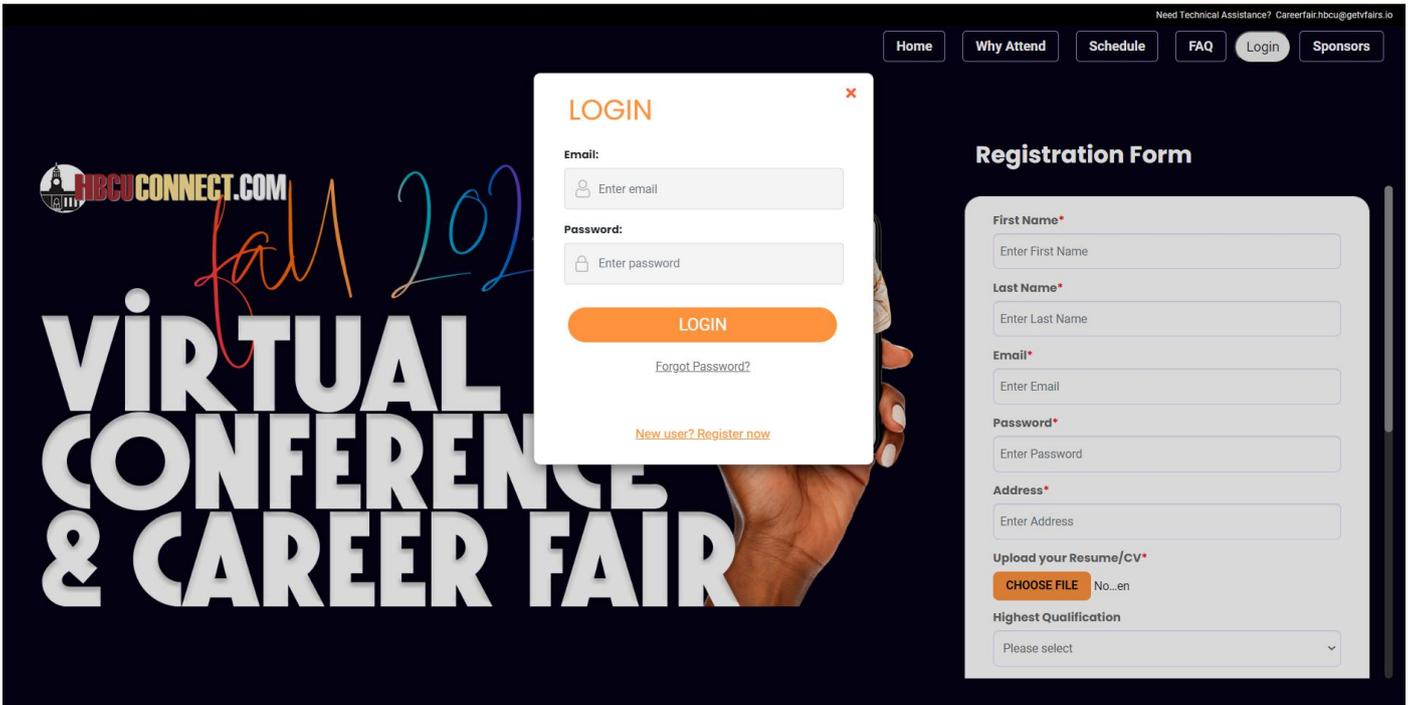
Written Instructions:

Accessing the Platform

MAIN PAGE

Type in the URL: <https://careerfair.hbcuconnect.com/> in the address bar of your browser to visit the Virtual platform and login by using your email address and password. In case you do not remember your password click on forgot password, you will receive an email for password change.

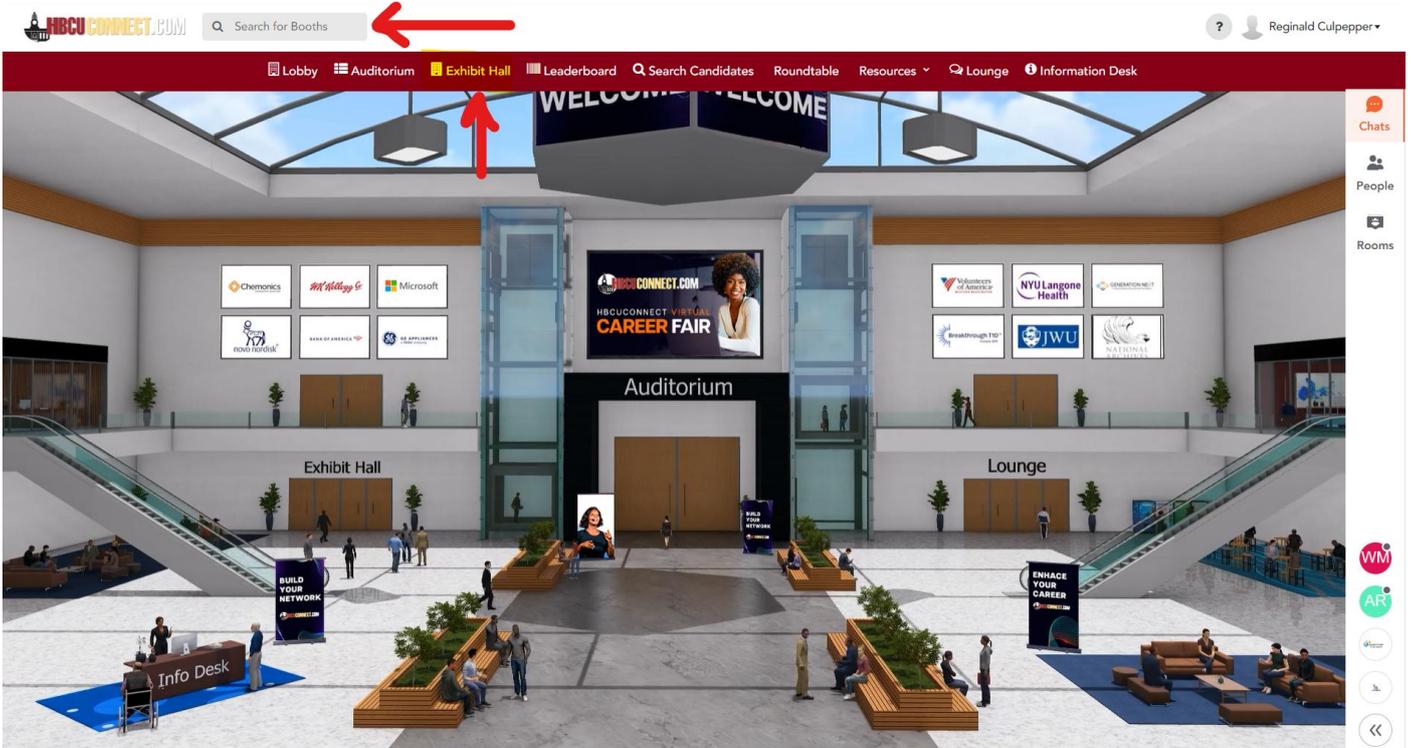
Note: Use the exact email address you used to get yourself added as a booth representative.



We recommend that you use either Chrome, Safari, or Firefox for best performance.

How to access the Exhibit Hall:

After entering in the internal environment click on the third menu tab name: Exhibit hall or type your booth name in the search bar. Please see below for reference:



Exhibition Hall:

All exhibitor booths can be viewed in the **Exhibition Hall**. Scroll right or left to find your booth, then click on the booth directly from the hall.

After finding your booth click on it.

Navigating the chatroom

Booth View:

Clicking on a booth name will take you inside that exhibitor's booth as seen below. Below the booth graphic section the chat icon is visible, click on it to enter the chat room.

CHAT INSTRUCTIONS:

Public Chat

To initiate a **Public Chat**, click on the “**Chat**” tab on the booth and you will be taken to the live public chat room. Booth Reps can host public as well as private chats. The chat will open within the platform and you can open it in a new window as well.

The two main tabs directly underneath your booth are:

- Messages
- People

Messages include private/direct chats and chatrooms that you have joined. The order of Private messages and chatrooms will be based on the latest message you engaged in.

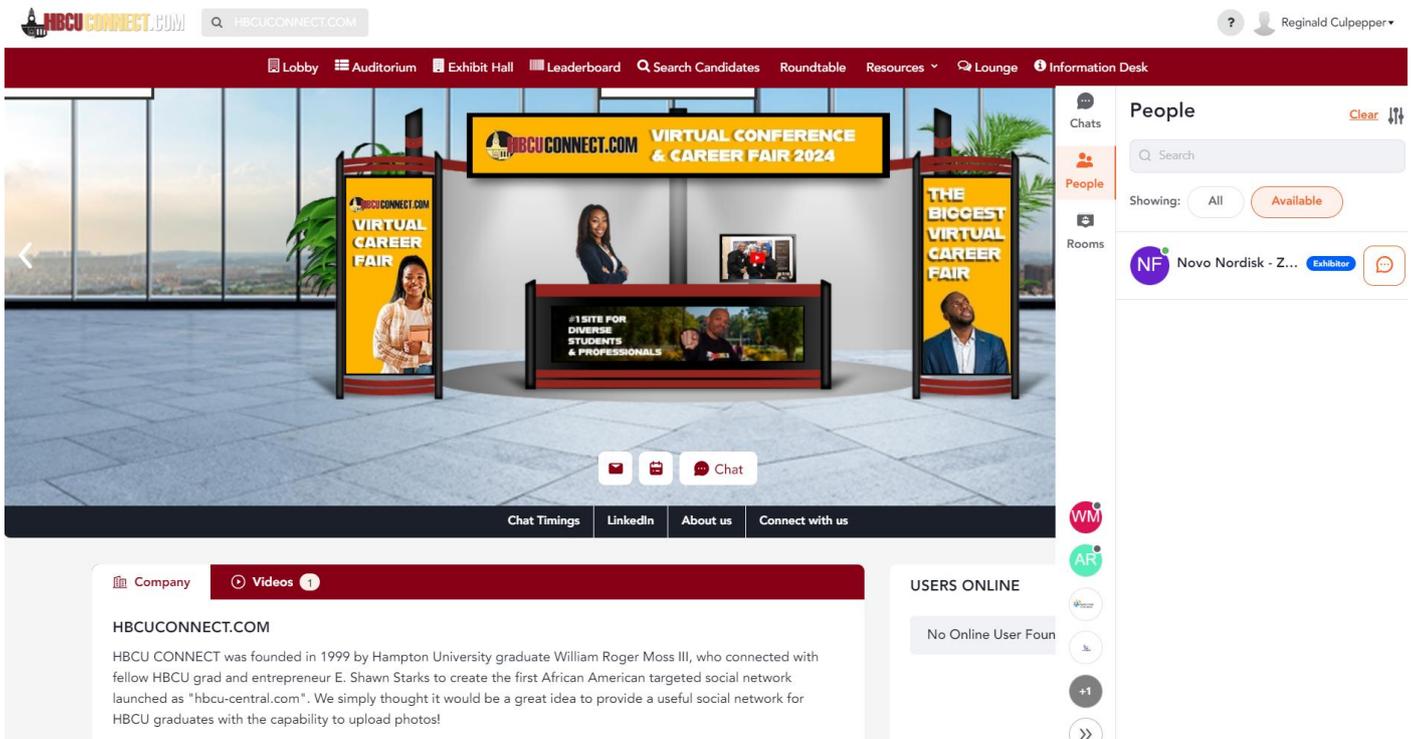
Chat tabs

Click on the chat button it will open the associated chat room with your booth

The screenshot displays the HBCU Connect Virtual Conference & Career Fair 2024 booth interface. The booth features a central desk with a woman, two side panels with photos and text, and a top banner. The interface includes navigation tabs (Lobby, Auditorium, Exhibit Hall, Leaderboard, Search Candidates, Roundtable, Resources, Lounge, Information Desk), a search bar, and a user profile (Reginald Culpepper). A chat window is open on the right, showing a chat room for HBCUCONNECT... with 1 participant. The chat window includes a 'Chats' tab, 'People', and 'Rooms' sections. Below the booth, there is a 'Company' section for HBCUCONNECT.COM with a description and a 'Videos' section. A 'USERS ONLINE' section shows 'No Online User Found'. The chat input area has a '+1' indicator and a 'Type something' prompt.

People Section

All the users are enlisted over here, you can switch tabs to check the active ones. To start chat click on the chat icon.



Using External Video Meeting Tools in Your vFairs Booth

Exhibitors participating in HBCU CONNECT virtual events hosted on the **vFairs platform** may choose to use an external video conferencing system such as **Zoom, Microsoft Teams, or WebEx** to interact with attendees visiting their booth.

This approach is useful if your organization prefers to use its own meeting platform for video chat or if you have concerns that your corporate network has firewall restrictions that may affect in-platform video chat within vFairs.

1. Set Up Your Meeting

Create a meeting using your preferred platform. You may choose one of the following formats:

All-Day Meeting

Host a meeting that runs for the entire duration of the event so attendees can join at any time.

Scheduled Session(s)

Host a specific session during the event, such as a recruiter Q&A, information session, or live presentation at a specific time.

2. Add the Link to Your Booth

Once your meeting is created, add the **meeting link and session details** to your booth in vFairs so attendees can easily join. If you need help contact fulfillment@hbcuconnect.com

Include:

- Meeting title
- Time(s) the session will be available
- Direct meeting link

Example:

Live Recruiter Chat – Microsoft Teams

12:00 PM – 2:00 PM ET

Join Here: [[Meeting Link](#)]

3. Prepare for Booth Traffic

Visitor traffic may vary throughout the event.

We recommend:

- Having at least one team member monitoring the meeting at the times you advertise.
- Scheduling additional recruiters during peak hours (9am, 1pm ET)
- Assigning a moderator if you expect group discussions or presentations

Your team will have full control over the meeting and attendee interactions.

4. Hosting Live Sessions (Optional)

You may also use your meeting link to host scheduled presentations or discussions during the event.

If you plan to do this:

- Clearly display the **session time and meeting link** in your booth
- Ensure a presenter is available to start and manage the session

5. Benefits of Using External Meeting Tools

Using Zoom, Teams, or WebEx can:

- Avoid corporate firewall restrictions
- Allow you to use your organization's preferred meeting platform
- Enable live presentations or structured discussions
- Give your team full control of the meeting environment

If you have questions about adding meeting links to your booth, please contact the **HBCU CONNECT events team** prior to the event at fulfillment@hbcuconnect.com