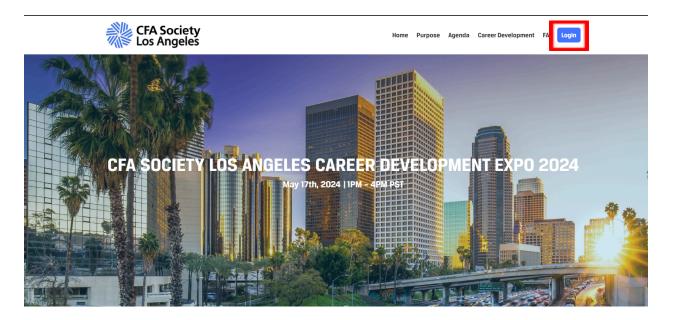
CFA SOCIETY LOS ANGELES CAREER DEVELOPMENT EXPO 2024

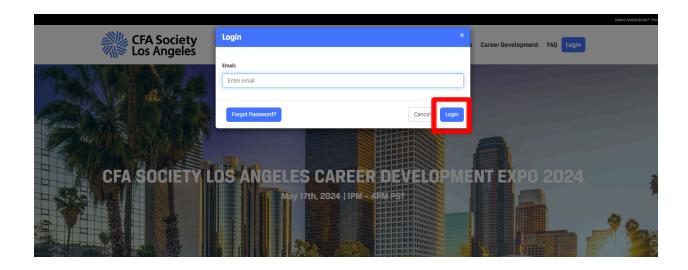
User Guide

Getting started

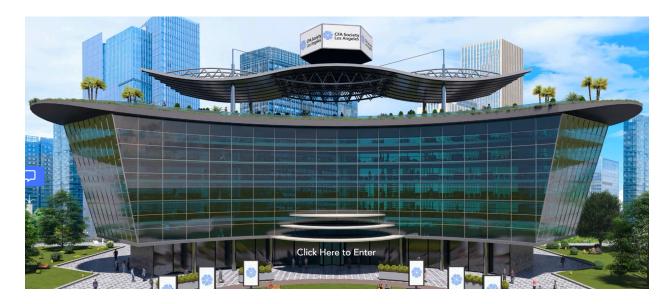
- Open the event website by visiting the URL: <u>https://cfasocietylosangeles.vfairs.com/</u>
- Click on the **Login** button on the homepage.



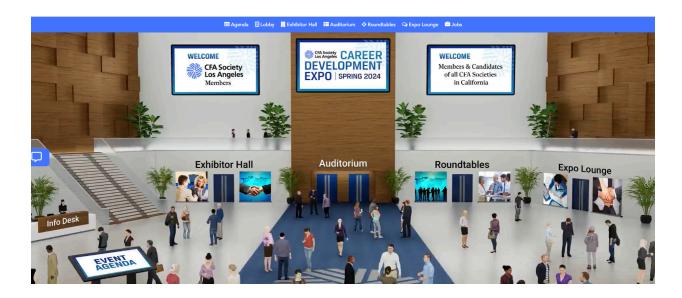
- Once you click on login, a popup window will appear asking you to enter your **Email ID**.
- Make sure to enter the correct email address (the one that you used to register for the event) and then click on the **Login** button in the popup window.



• You will be directed to the exterior lobby of the event. Click on **Click here to Enter** and you will be able to view the interior lobby.



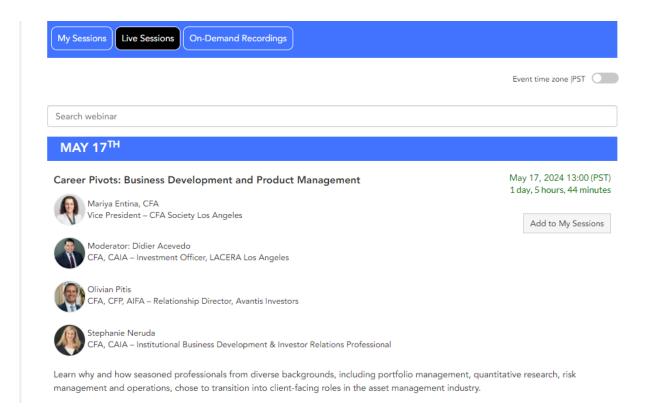
You have now successfully logged into the event. The event lobby looks like this:



- Click on the **Auditorium** from the **Navigation Bar** at the top or from the Lobby.
- Click on the Auditorium screen to view the sessions.



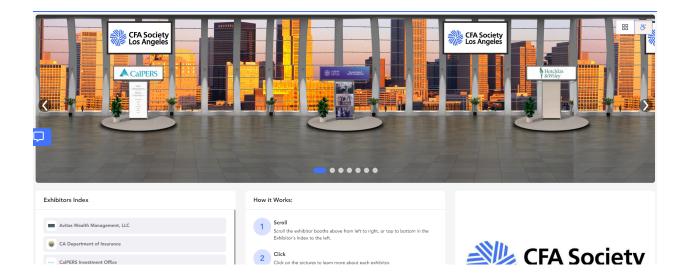
 Here you will see all the Live Sessions and On Demand Sessions under their respective tabs.



Once a session is live, the **Join** button will appear in front of the session name.
Click on that **Join** button to enter the session.

Exhibitor Hall

• Click on the **Exhibitor hall** from the top navigation bar or in the lobby. You'll be able to view all the booths in the hall.



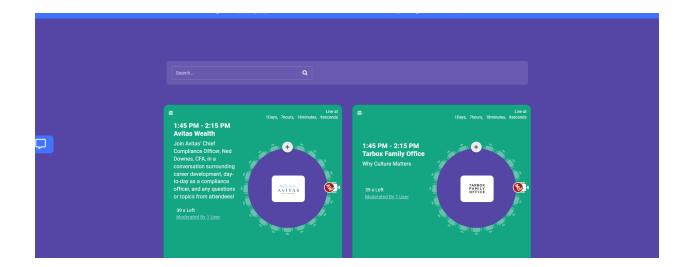
Dropping a Resume

• You can navigate to any booth of your choice and drop your resume there by clicking on the **icon below**.



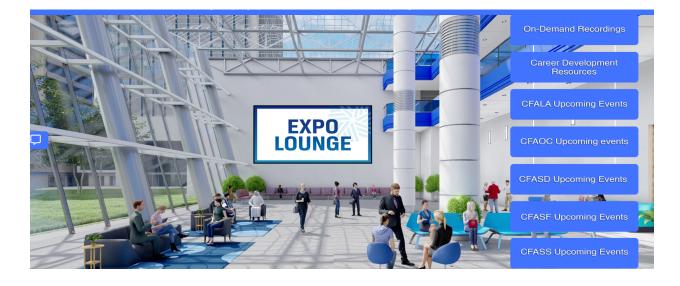
Roundtables

- Click on the **Roundtables** from the top navigation bar or in the lobby. You'll be able to view all the Roundtables under that tab.
- You can see the countdown timer showing the time left until the Roundtable goes live.
- Once it is live, you'll be able to Join it which will direct you to a Zoom meeting.



Expo Lounge

- Click on the Expo Lounge from the top navigation bar or in the lobby. You'll see different tabs there.
- Click on any tab of your choice and you'll be directed to its respective page.



Jobs

- Click on the **Jobs** from the top navigation bar. It will direct you to the Job Bank page.
- Here you can view all the openings and their employers. You can search for an opening using the **Search Bar** at the top or filter out any position using the filter tabs next to the search bar.

