2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

wvOASIS

Welcome, Robert M Ross

Solicitation Response(SR) Dept: 0323 ID: ESR08152300000000635 Ver.: 1 Function: New Phase: Final ▼ Modified by batch , 08/15/2023

Header 📎 1

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1252619

Procurement Type: Central Purchase Order

Vendor ID: VS0000043480 ⬆

Legal Name: vFairs LLC

Alias/DBA: vFairs

Total Bid: $58,000.00

Response Date: 08/15/2023 📅

Response Time: 12:24

Responded By User ID: vFairs ⬆

First Name: Abigail

Last Name: Caldwell

Email: hr-internal@vfairs.com

Phone: 7047919828

SO Doc Code: CRFQ

SO Dept: 0323

SO Doc ID: WWV2400000001

Published Date: 8/8/23

Close Date: 8/15/23

Close Time: 13:30

Status: Closed

Solicitation Description: Virtual Job Fair Management License and Business Partner Ser

Total of Header Attachments: 1

Total of All Attachments: 1

Proc Folder:	1252619
Solicitation Description:	Virtual Job Fair Management License and Business Partner Ser
Proc Type:	Central Purchase Order

Solicitation Closes	**Solicitation Response**	**Version**
2023-08-15 13:30	SR 0323 ESR08152300000000635	1

VENDOR
VS0000043480
vFairs LLC

Solicitation Number: CRFQ 0323 WWV2400000001

Total Bid: 58000   **Response Date:**   2023-08-15   **Response Time:**   12:24:28

Comments: The contract value we offered is at 50% discounted rate from the normal pricing.

FOR INFORMATION CONTACT THE BUYER
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

Vendor
Signature X   **FEIN#**   **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Virtual Job Service Platform Services & Set-Up Cost Year 1				14500.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments: We have customized a very special offer to host all your virtual job fairs.
Annual license (Unlimited events).
Unlimited recruiters, admins, job seekers, jobs
Fully customized landing page & registration.
3D or 2D designs fully branded for all rooms.
Info desk for live support during the events
Conference room for unlimited live sessions, 1 track or multiple tracks if needed.
The exhibit hall with up to 50 booths and can be increased based on your requirements.
Detailed reports and lead capture plus live dashboard
Project manager (Including all trainings and without any limitation)
Live support
24/7 Live support

Extended Description:

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Virtual Job Service Platform Services & Set-Up Cost Year 2				14500.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments: We have customized a very special offer to host all your virtual job fairs.
Annual license (Unlimited events).
Unlimited recruiters, admins, job seekers, jobs
Fully customized landing page & registration.
3D or 2D designs fully branded for all rooms.
Info desk for live support during the events
Conference room for unlimited live sessions, 1 track or multiple tracks if needed.
The exhibit hall with up to 50 booths and can be increased based on your requirements.
Detailed reports and lead capture plus live dashboard
Project manager (Including all trainings and without any limitation)
Live support
24/7 Live support

Extended Description:

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Virtual Job Service Platform Services & Set-Up Cost Year 3				14500.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments: We have customized a very special offer to host all your virtual job fairs.
Annual license (Unlimited events).
Unlimited recruiters, admins, job seekers, jobs
Fully customized landing page & registration.
3D or 2D designs fully branded for all rooms.
Info desk for live support during the events
Conference room for unlimited live sessions, 1 track or multiple tracks if needed.
The exhibit hall with up to 50 booths and can be increased based on your requirements.
Detailed reports and lead capture plus live dashboard
Project manager (Including all trainings and without any limitation)
Live support
24/7 Live support

Extended Description:

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Virtual Job Service Platform Services & Set-Up Cost Year 4				14500.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments: We have customized a very special offer to host all your virtual job fairs.
Annual license (Unlimited events).
Unlimited recruiters, admins, job seekers, jobs
Fully customized landing page & registration.
3D or 2D designs fully branded for all rooms.
Info desk for live support during the events
Conference room for unlimited live sessions, 1 track or multiple tracks if needed.
The exhibit hall with up to 50 booths and can be increased based on your requirements.
Detailed reports and lead capture plus live dashboard
Project manager (Including all trainings and without any limitation)
Live support
24/7 Live support

Extended Description:

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

WorkForce WEST VIRGINIA

vFAIRS

vFairs Response to:

Virtual Job Fair Management License and Business Partner Service WORKFORCE WEST VIRGINIA

Table of Contents

Cover Letter

vFairs is pleased to submit this proposal in response to WorkForce West Virgina RFP. We appreciate the opportunity to demonstrate and showcase the capabilities of the vFairs platform/app to excel above and beyond the requirements of the project.

vFairs has a long track record of measurable and tangible outcomes with private, public, non-profit, and state level organizations across a broad range of virtual & hybrid events. We pride ourselves on making it easy for our clients to host highly interactive virtual events and meet their business objectives by offering a robust, user-centric solution, and attractive virtual platform while providing training assistance, at every step of the process.

In this proposal, you will see our detailed qualifications and in-depth technical features of our platform to successfully host the event platform/app. In addition, it is our commitment to ensure the most accessible service is available to the WorkForce West Virgina staff and its exhibitors, attendees, and speakers to provide excellent customer service and a robust event platform and application.

We look forward to working with the WorkForce West Virgina and thank you for the opportunity to respond to this RFP.

Sincerely,

Muhammad Younas – Chief Executive Officer, vFairs

vFairs Contact Information

Below is the company and your point of contact information:

Company	Point of Contact
Organization name: vFAIRS LLC	Name: Hany Shehata
Website: vFairs.com	Title: Senior Account Executive
Address: 1510 Randolph St Ste 208, Carrollton, TX 75006, USA	Email address: hany@vfairs.com

Acknowledgement

vFairs acknowledge and confirms to deliver the requirements mentioned in the proposal for virtual job fair.

Overview

vFairs is an all-in-one event management platform that offers a comprehensive solution for planning, organizing, and hosting events. It combines a range of powerful features, including video conferencing, virtual booths, interactive sessions, networking opportunities, and attendee engagement tools, all within a single platform. With vFairs, event organizers can easily create and customize their virtual and hybrid events with custom landing pages, registrations, on-site check-in with badge printing, online and on-site event support, live streaming, showcase sponsorships, gamification, custom email campaigns, marketing services, AI-generated content, live analytics, etc. All of this is to provide a seamless experience for attendees. From conferences and trade shows to job fairs and exhibitions, vFairs streamlines the event management process, allowing for efficient and successful events.
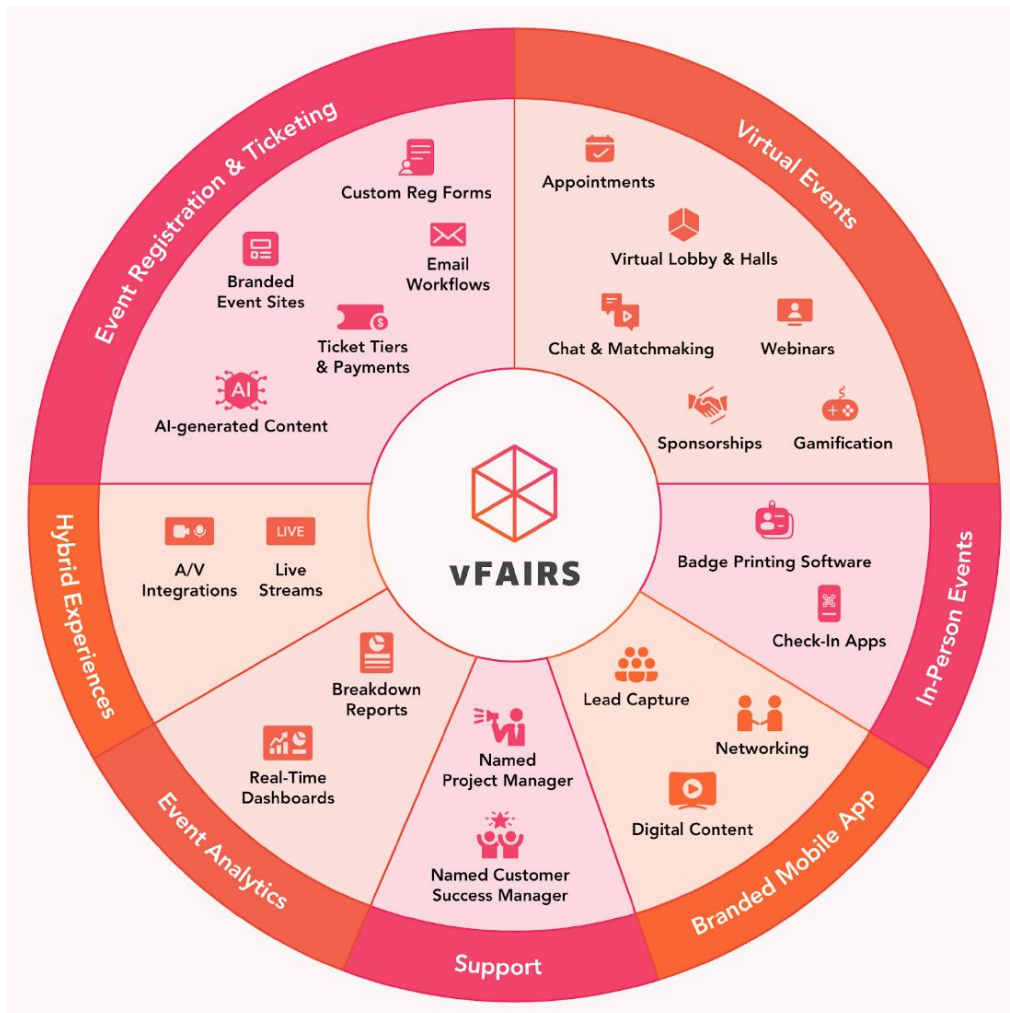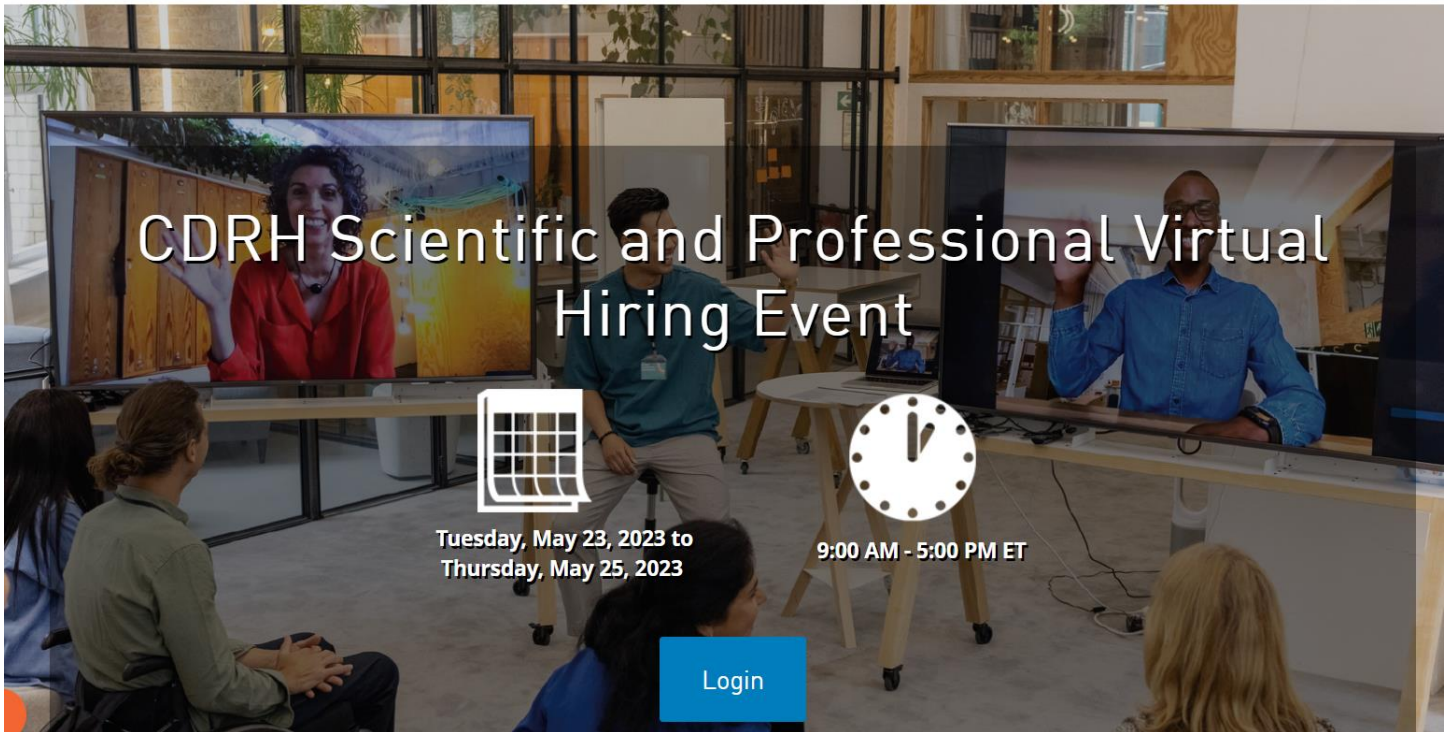
NEW YORK CITY U.S. ARMY VIRTUAL CAREER SUMMIT

EMPOWER YOUR FUTURE

Join us December 9th at 10:00 (EST) for The New York City Army Virtual Career Summit. This virtual career summit is an end-to-end digital conference with community partners, exclusive networking opportunities, and presentations on outlining the benefits of service in the U.S. Army. This convening is hosted by the New York City Recruiting Battalion and includes interactive presentations and guest speakers from several of our community partners. This virtual event will empower you to identify and pursue your career goals.

CDRH Scientific and Professional Virtual Hiring Event

Tuesday, May 23, 2023 to Thursday, May 25, 2023

9:00 AM - 5:00 PM ET

Login

About the event   Agenda   Login   Register Now

6th FAA Aviation Safety Virtual STEM Career Symposium

September 29, 2022

Time: 09:00am to 3:00pm PDT | 12:00pm to 6:00pm EDT

Login   Register

Lobby

After entering through the exterior building, users arrive at a 3D photorealistic lobby from where they can navigate to other parts of the event. This is a fully custom section which will have a fully branded environment for attendees to engage in the event. The Lobby can display sponsor logos, welcome videos, custom designed avatars, and user-friendly menu options for navigation.

Admin admin

Lobby   Exhibit Hall   Auditorium   Networking   Video Vault   Resources   Swag Bag   Lounge

Auditorium

The vFairs platform hosts sessions in a custom branded virtual Auditorium where the session agenda is displayed and is the launchpad for attendees to join webinars, pre-recorded, live streams and view on-demand. There is no limit to run live keynotes and concurrent sessions with any number of speakers. We have hosted several week-long conferences in the past with 100+ sessions and speakers. The easy-to-use navigation allows attendees to find session details and enroll by adding it to their Agenda for the event.

- Live, pre-recorded, and semi-live keynotes and presentations
- My agenda builder
- Sessions and breakout rooms
- Reports on each session
- Live QA

- Custom Branded Auditorium
- Add to calendar option
- Ability to rate each individual session
- Welcome video for auditorium video

Lounge

The vFairs platform and app is fully customizable, and highly interactive with use of clickable Logos/Banners. There can be a networking lounge or rooms with various chatrooms to allow for knowledge exchange and networking. There is a wide variety of item that can be integrated into the lounge room e.g., Meet the Experts chatroom, Conference meeting, social wall, informative brochures, attendee interaction tools, etc.

The platform allows the organizer to select the hall type and design of their own choice. The organizers can even decide to display the stands in multiple exhibit halls at the same time. Each additional booth will have additional cost to it and the platform can technically support any number of booths. Some of the sample hall templates are available here: Hall layouts. We have three different layout for the booths area as you see below:

We have quite a few templates for the exhibitors to choose from. However, we offer to build a whole new custom template if any existing templates do not match the exhibitors' mood board. vFairs offers a broad range of pre-designed samples or booth templates to select from. The dedicated Project Manager will guide you and the benefit vendors to select preferred booths and avatars. Vendors can customize exhibit booths to match their brand. Exhibitors can add the following content items to their stands:

- Content links (URL links, Leave a Message feature, Rating feature)
- Downloadable Documents
- Job Vacancy Information & descriptions
- Leave a Message Form
- Custom Avatars

- Downloadable Videos

- Banners
- A link to chat rooms
- Showcase products

| HIRE VETS MEDALLION AWARD PROGRAM | American Job Center | USERRA | Twitter | Chat | Reserve a Chat Slot | Order Products |

DESCRIPTION   **DOCUMENTS**   **JOB VACANCIES**

U.S. Department of Labor
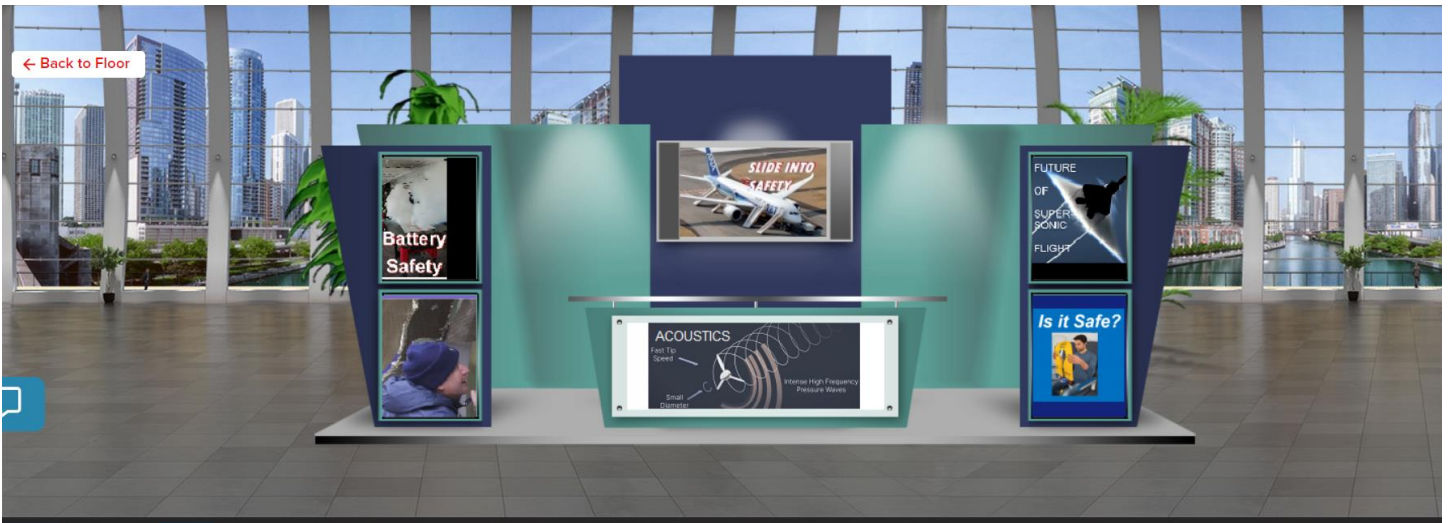
| Chat Timings | CHAT | Reserve a Chat Slot | STEM Career Possibilities | Slide into Safety | Fire Safety Research | Engine Failure Mitigation | Future of Supersonic Transportation | What's That Sound? | Monkey Business Challenge | Is it Safe? |

DESCRIPTION   **VIDEOS**   **DOCUMENTS**

USERS ONLINE (0 visitor online)

Demo Links

Below are the links to our virtual career fair demo video and presentation for your reference.

[Virtual Career Fair Demo Video](#)
[Virtual Career Fair Platform Presentation](#)

Virtual Platform Overview

Scope of Work

Requirements	Explanation
Browser-based online web platform	vFairs is an innovative browser-based web software tailored for creating dynamic virtual event experiences that are scalable to all mobile devices. This platform redefines participation in virtual events, whether expos, job fairs, or conferences, by offering a hassle-free, accessible directly through web browsers. This eliminates compatibility concerns across devices, encompassing iOS, Android, Windows, and macOS systems. With vFairs, attendees enjoy a fluid and engaging interface optimized for any screen size, be it a smartphone, tablet, or laptop. The software ensures that content remains visually appealing, and interactions remain intuitive, adapting seamlessly to various devices. This adaptability empowers attendees to delve into virtual booths, take part in live sessions, converse with exhibitors, access resources, and network with fellow participants – all on the go, from any location with an internet connection. In essence, vFairs not only brings virtual events to users' fingertips but also redefines accessibility and engagement in the digital event landscape. vFairs also offer a mobile app along with the browser software that includes all features and functionalities as you see in the virtual platform.
Real time chat and video conferencing	**Real-Time Chat:** vFairs enables real-time communication between recruiters and job seekers through chat functionality. All the chat logs are available for the event organizers to access using the backend portal. Job seekers can engage in private or group chats, ask questions, submit resumes, and learn

more about potential employers. Networking lounges can also be created for more informal interactions.
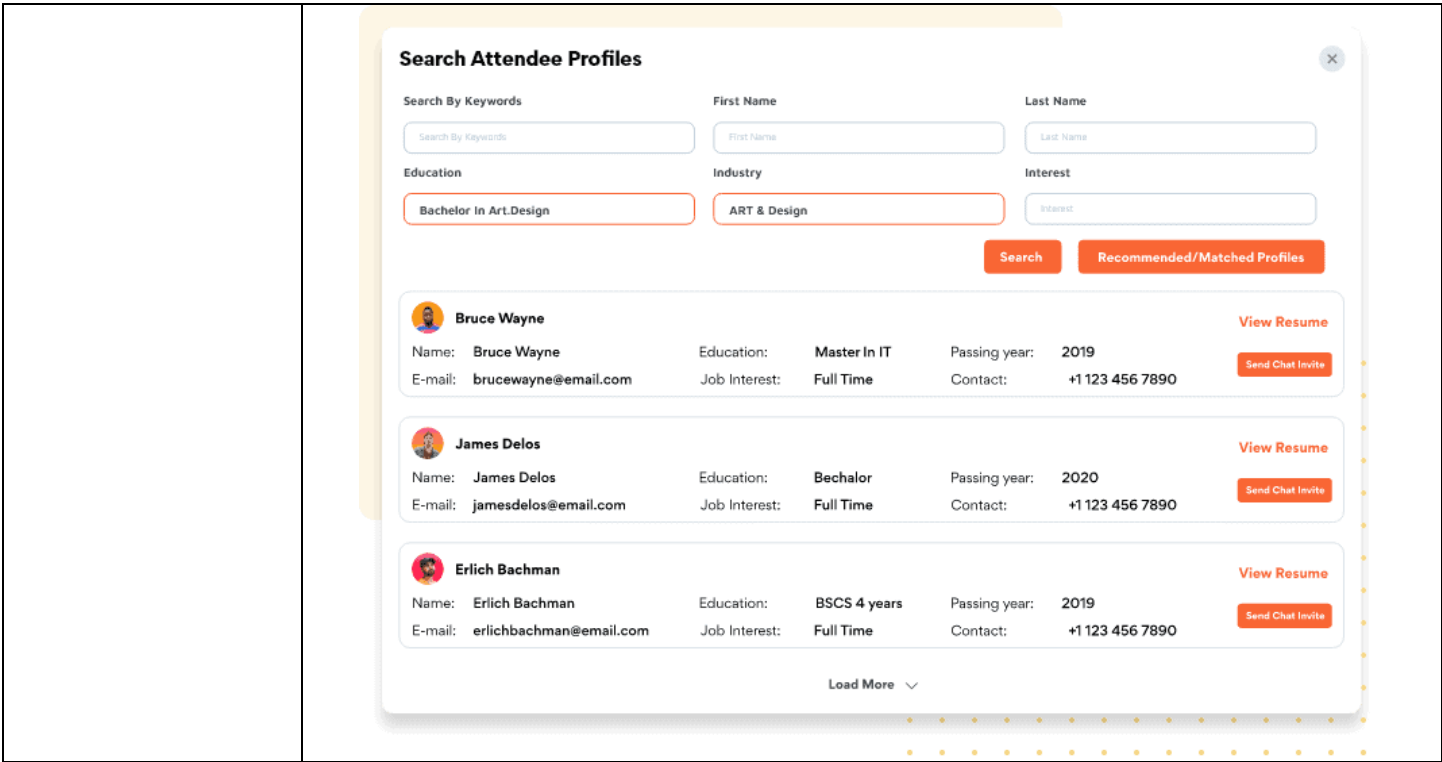
The chat feature is one of the most important networking features to have on a virtual job fair. The chat platform can support group and private chat interactions. Chat based conversations can be text-based, audio or video calls. The platform supports additional chat capabilities such as sticky notes, message broadcasts, threaded responses & inviting other online attendees to an existing chat room. Job seekers and recruiters can have scheduled interviews and video calls during the virtual event. The vFairs platform can support live, audio or video calls. Job seekers can participate synchronously and asynchronously. During the on-demand hosting stage, attendees can still login, navigate to various areas & utilize core platform features including the ability to apply for jobs and leave offline messages at employer booths.
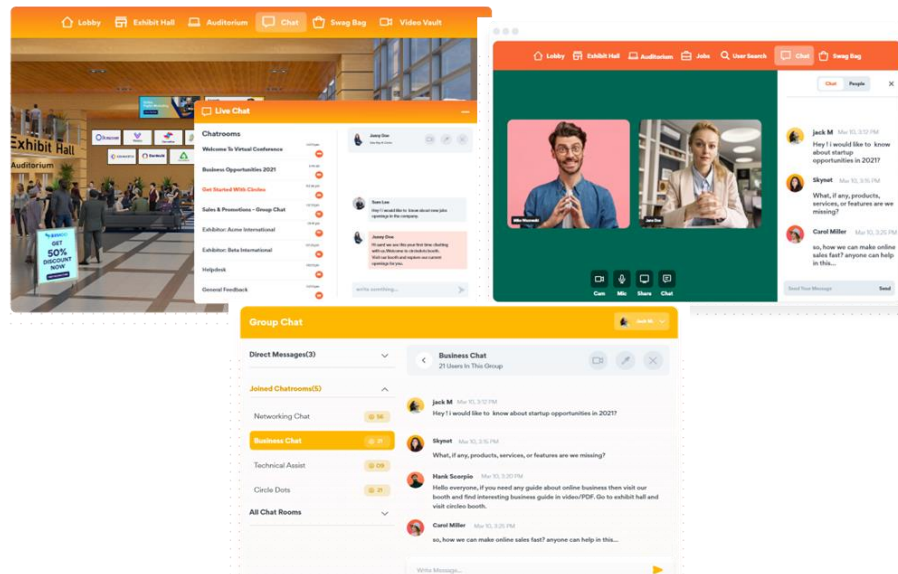
Connect with Best Match/ Attendee matchmaking: vFairs matchmaking tool the option to connect participants with the best matches by answering a few custom questions, getting matched based on their criteria, networking in a timed environment, answering ice-breaker questions, sharing contact info and getting a new match once time's up. This matchmaking process can be among the attendees only or attendee to speaker.
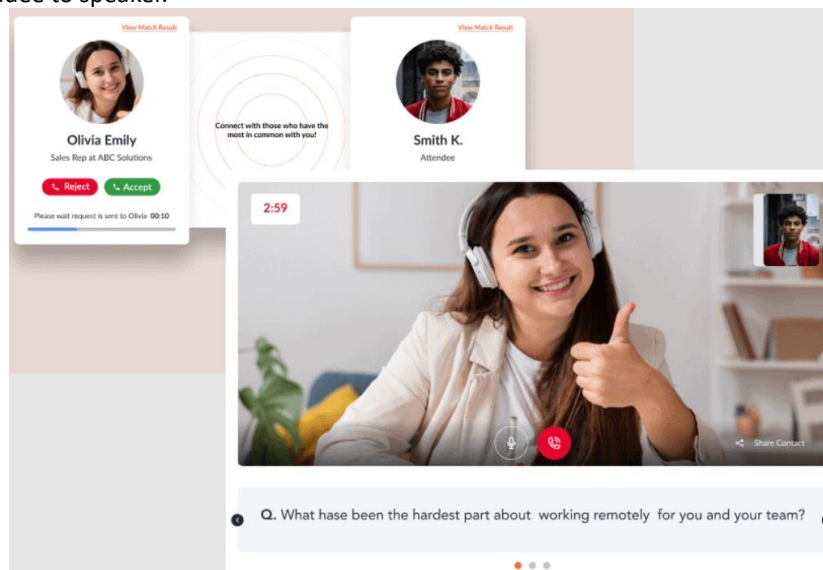
Attendees Profile Search and Schedule Meetings: The profile search feature allows your audience use the search filter to look for people that match their interests, or a group with similar professions, educational background, etc. They can book/request a meeting with another attendee or speakers can also look for the attendees to schedule a meeting as they like.

	Search Attendee Profiles ✕ Search By Keywords / First Name / Last Name Education: Bachelor In Art.Design / Industry: ART & Design / Interest Search Recommended/Matched Profiles **Bruce Wayne** View Resume Name: Bruce Wayne Education: Master In IT Passing year: 2019 E-mail: brucewayne@email.com Job Interest: Full Time Contact: +1 123 456 7890 Send Chat Invite **James Delos** View Resume Name: James Delos Education: Bechalor Passing year: 2020 E-mail: jamesdelos@email.com Job Interest: Full Time Contact: +1 123 456 7890 Send Chat Invite **Erlich Bachman** View Resume Name: Erlich Bachman Education: BSCS 4 years Passing year: 2019 E-mail: erlichbachman@email.com Job Interest: Full Time Contact: +1 123 456 7890 Send Chat Invite Load More ⌄
Interactive features	Host live webinars, workshops, presentations, and Q&A sessions to provide valuable insights and job guidance. These sessions can cover various topics, including industry trends, resume writing, interview tips, and professional development, enhancing the overall educational experience for attendees. vFairs offers multiple ways of how you can host sessions. These are the following: - vFairs webinar platform - Live streaming - Zoom, Jugo, or other video conferencing tools - Semi live or pre-recorded sessions - On demand vFairs provides its own embedded webinar solution. This embedded webinar layout offers live video, audio, live chat, break rooms, live Q&A and polls, and enhances the speaker's experience with a green room as well. It's a popular choice for virtual event organizers to go live and broadcast their content on the event day. It's a powerful live-streaming software enriched with advanced video streaming features. vFairs is now providing an end-to-end automated experience to customers to create live webinars using the vFairs platform. On the other hand, vFairs can integrate with any third-party tool as well for polls/surveys etc. in addition to the vFairs embedded survey functionality.
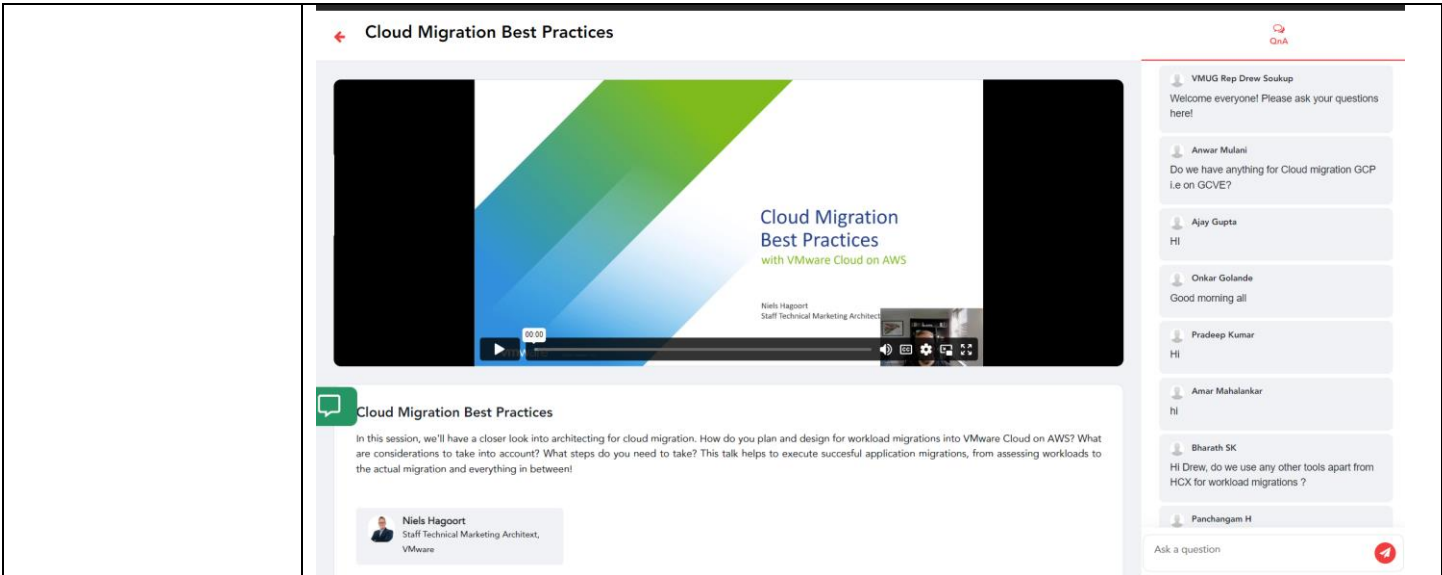
Networking functionalities	**Live Chatrooms:** There are live chatrooms that enable your event participants to keep the conversation going with a chat bar that lives across the event/app. They can also create a new chatroom and share the link with anyone to join the chatroom. There are dedicated chat rooms for booths, and public discussion rooms. You can create as many chat rooms as you wish to. You can either create them in advance or choose to create ad-hoc chat rooms during the event. Some of the features that the chat rooms include are: - Setting your status and availability in chat - Inviting and adding users to private group chats - Broadcasting announcements in a chat room - Enabling users to create and share virtual business cards - Sending a message as 'anonymous' to maintain privacy and confidentiality - Sharing contact cards **Discussion Forums:** Discussion forums in the form of roundtables can be set up where the users can share ideas about any topic in a small group setting. This allows them to discuss different topics via audio/video chat. **vFairs Spatial Connect:** This is an immersive spatial networking platform is also available. Increase networking and engagement opportunities for the conference participants by using Connect - vFairs immersive native proximity chat platform. Administrators can design their custom virtual rooms, where users can freely navigate, meet other visitors, make connections, and strike up video/audio conversations on the go.
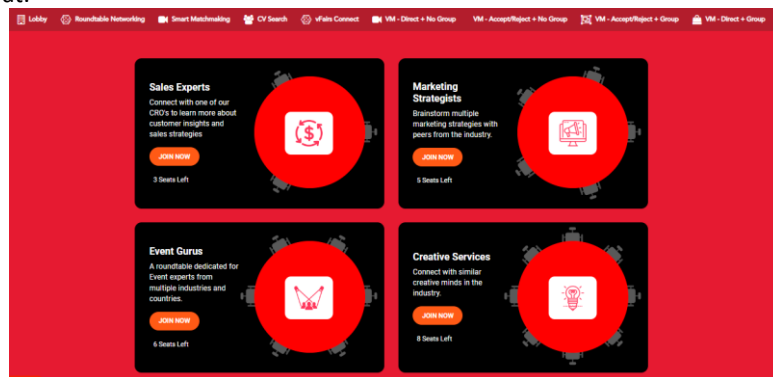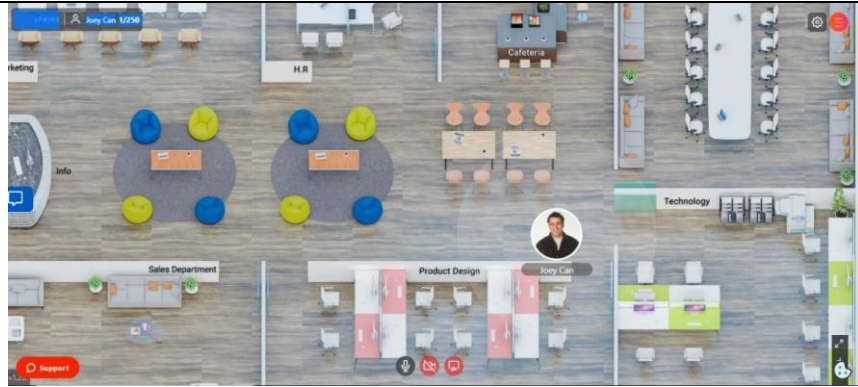
Chat Queue:

The vFairs chat queue feature is designed to streamline and manage the flow of conversations between attendees and exhibitors during virtual events. It ensures a fair and organized system for engaging with exhibitors, particularly in scenarios where there is high demand and limited availability of representatives.

When the chat queue feature is enabled, attendees can join a virtual queue to initiate a chat session with an exhibitor or booth representative. This feature prevents overwhelming exhibitors with simultaneous chat requests and ensures that each attendee receives fair and timely attention.
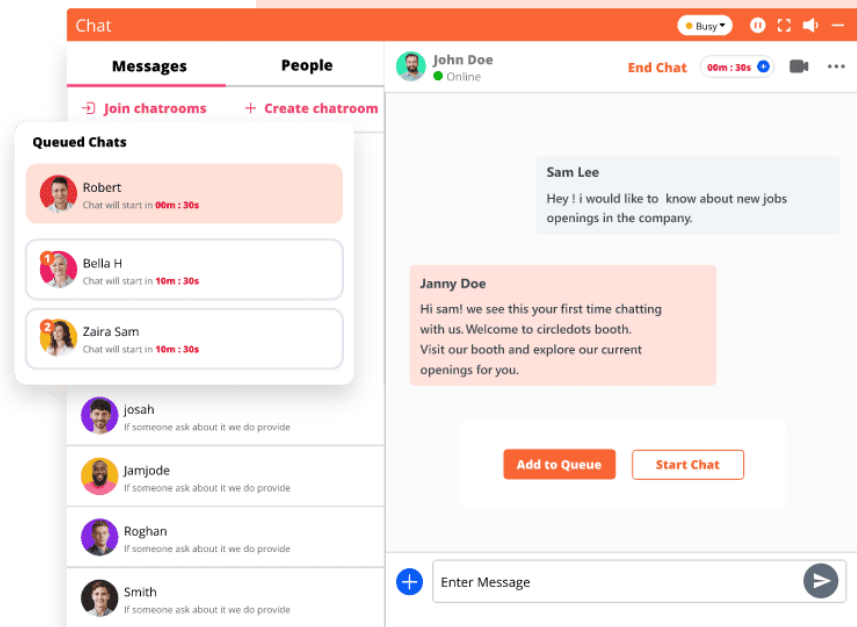
Unlimited employer booth setup	You can add an unlimited number of employer booths. We have quite a few templates for the exhibitors to choose from. However, we offer to build a whole new custom template if any existing templates do not match the exhibitors' mood board. vFairs offers a broad range of pre-designed samples or booth templates to select from. The dedicated Project Manager will guide you and the benefit vendors to select preferred booths and avatars. Vendors can customize exhibit booths to match their brand. Exhibitors can add the following content items to their stands:
	- Content links (URL links, Leave a Message feature, Rating feature) - Downloadable Documents - Job Vacancy Information & descriptions - Leave a Message Form - Custom Avatars
	- Downloadable Videos - Banners - A link to chat rooms - Showcase products

All the banners of templates can be linked to video or document pop-ups, external links, chat schedules or an internal link to book an appointment with the exhibitor.

Custom Avatars: We create avatars of original booth representatives. The booth templates have the option to add the avatars of any ethnicity you prefer.

Branded Exhibit Booths: Your exhibitors can customize exhibit booths according to their brands. They can choose from a range of interactive booth designs, select booth colors, add custom graphics and links to web pages.
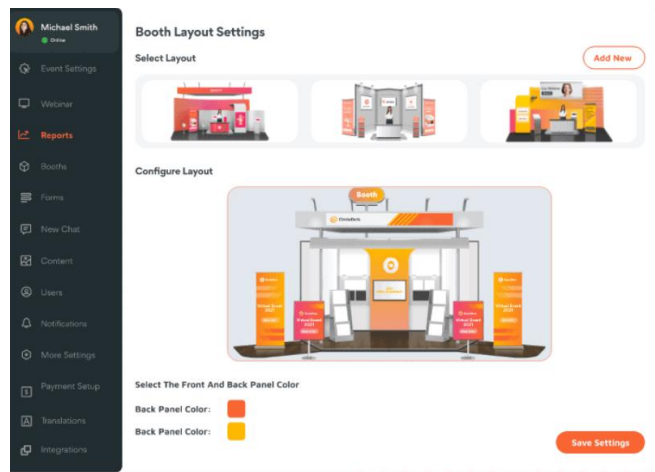
Content Hosting: Your exhibitors can upload brochures, flyers, presentations, videos and other resources to their booths. These resources can be browsed and downloaded by booth visitors. Vendors can also add job vacancies (if needed) to the booth containers. There is an option to watch/view and add the content to the attendee's swag bag.
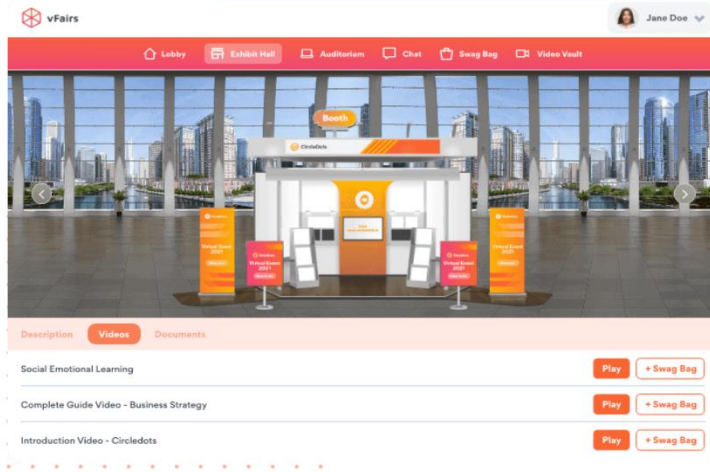
Welcome video: Booth reps have the option to greet the visitors by adding a pre-recorded welcome video to the booth and a quick walk through of the booth.
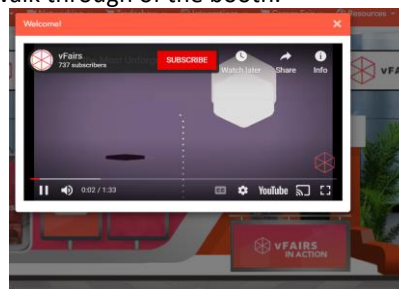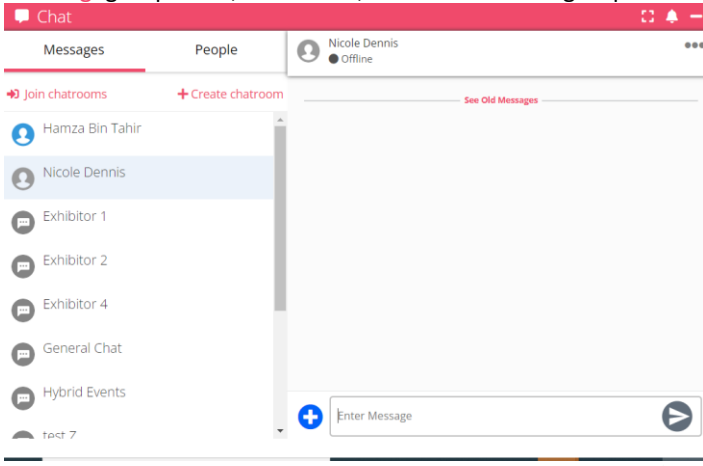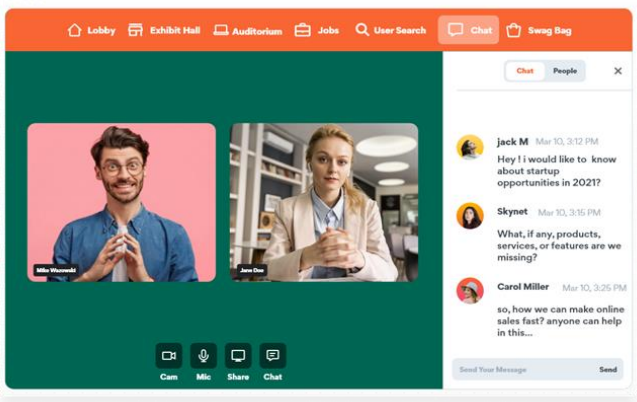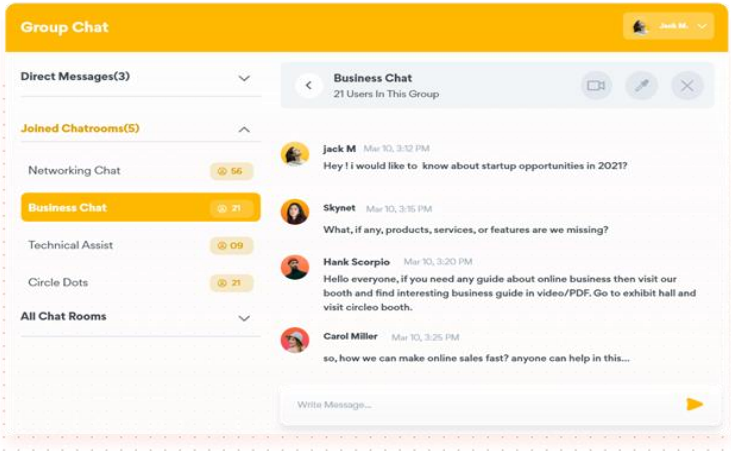
Content Links: All booths are equipped with multiple tabs as shown below. These tabs can be customized as required by each booth owner. These tabs can link to videos, documents, company's URL, social media handles or any other external information that benefits the attendees.
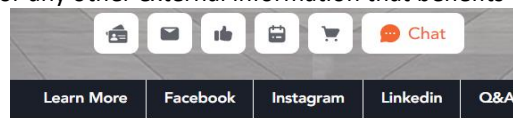
Booth Containers: All the booths have videos, documents and job vacancies containers where all the booth videos, documents and jobs can be uploaded. Attendees can watch/view the content and add those to their swag bag too. They can also apply to the jobs while staying within the platform.
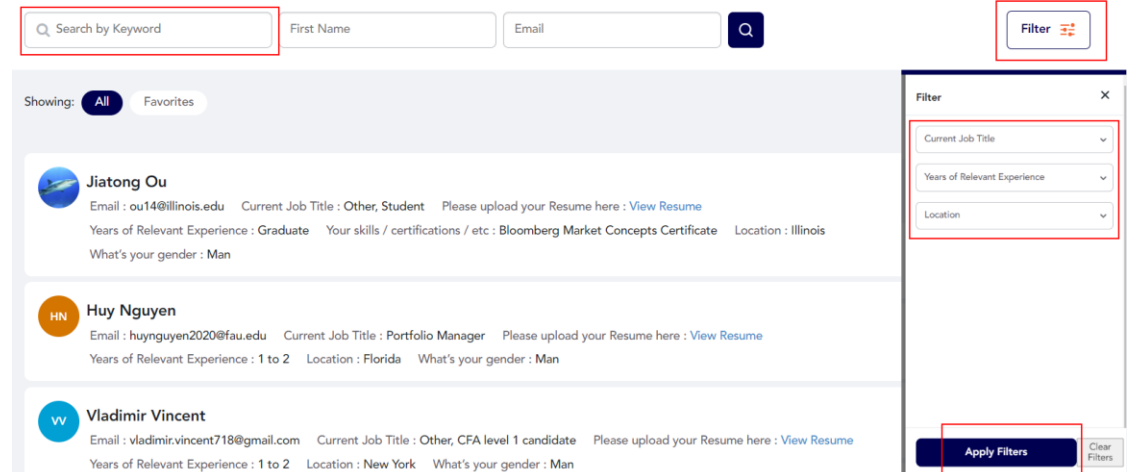
Unlimited job fair per month	An unlimited number of job fairs can be hosted per month using vFairs platform.
Live video broadcasting	vFairs offers live video broadcasting exchange options with visitors/candidates. vFairs provides built-in embedded chat/calling options with the option to create private rooms, have group calls as well. Each booth will have a dedicated chatroom embedded and every rep will be able to engage in the chat and have private and/or group conversation through text, video, audio calls. In addition to this, exhibitors can also add a link to their Skype, Zoom, WebEx, Teams sessions and other meeting links to have a call on those platforms. The possibility of embedding the meeting link (Zoom, Teams links, etc.) provided by exhibitors in advance of the exhibitor directly on the booth is an option available. Every stand at the forum will have a chat room. This chat room will be public. All the participants can have a look at the chats posted. vFairs offers live exchange options with attendees, exhibitors/speakers via text, audio, and video. vFairs provides built-in embedded chat/calling options with the option to create private rooms, have group calls as well. Each booth will have a dedicated chatroom embedded and every rep will be able to engage in the chat and have private and/or group conversation through text, video, audio calls. - Chat: instant messaging between attendees, booth reps, and even speakers. - Audio/video calls: 1:1 audio or video calls for a more engaging experience. - Group networking: group chats, audio calls, or video calls in a group of choice.

Unlimited training and assistance	vFairs staff provides unlimited trainings and assistance as a part of your event contract for event environment i.e., lobby, booths, exhibit hall, auditorium, etc., landing page, registrations, and any other event related requirement.
	vFairs will provide a dedicated project management team consisting of an experienced project manager and customer success manager for your upcoming events.
	   - The dedicated team will work throughout the duration of the contract and will set up a complete start to finish building out of the event according to your requirements. The project manager will coordinate with the designer/event constructor to prepare the virtual platform as well as to oversee the planning and liaise with the event team on a regular basis.
	   - vFairs also offers live technical support via a help desk to assist attendees and resolve any queries on the days of the event.
	   - The CSM will be present on all calls along with the project manager. The customer success manager monitors the progress of the project, ensures that the client does not face any issues, acts in case the client faces a problem and helps ensure that all teams are coordinating well to bring the event to life.
	   - Technical team - sets up the event, helps exhibitors to set up their stand, trains users on the operation of the show.
	The technical team manages the complete operations of the event and provides support before, during and after the event is concluded.
	   - From holding weekly meetings to providing training to constantly being available in live chat on the live day, the project manager will provide you with the best possible customer support.
	   - The technical team will also liaise between the other team for design and event built out purposes.

Online video tutorials	We provide guides that include information on available support channels for customization, enhancement, and extension queries or issues. These are available in the form of articles on our Zendesk links, pdf consolidates guide for users, speaker, etc., and video tutorials. Some of our existing links are following: **vFairs Knowledge Base Articles** **vFairs Resources and Guide** **vFairs Demo Library** **Custom User Guide**
Cloning ability	vFairs introduces a convenient and efficient solution with its cloning ability, which enables event organizers to replicate events seamlessly without building them anew. By harnessing the cloning functionality, event organizers can swiftly duplicate the structure, settings, and content of an existing event, tailoring it to their specific requirements with minimal effort. This also includes the cloning of exhibit booths with the new unique links for each cloned event.
Notify job seekers of updates	All job seekers will be notified via email about the new event with the necessary details such as event URL, their credentials, event schedule etc. This mailer can be customized the way you like with graphics, add to calendar, CTA buttons, or more.

Video interview software	vFairs offers a centralized resume database where job seekers can upload their resumes, allowing employers to access and review them directly. This streamlines the hiring process and facilitates efficient candidate screening. Job seekers can view the schedules of recruiters and seamlessly book meeting appointments with them ahead of time as well. Employers will have access to the candidate profile/resume database during the job fair whereby they can notify job seekers of the next steps of the evaluation process. If selected, employers may engage with job seekers through a private 1:1 discussion over text, audio, and video chat. Recruiters will be able to review profiles while chatting with prospects, take notes/tags & receive chat transcripts after the event. Employers can view profiles of the candidates for further information. In addition, they can download profiles at their convenience.
	Shortlist students vFairs offers employers a convenient and effective way to shortlist students during the recruitment process. Through the platform, employers can easily identify and shortlist top students based on their qualifications, experience, and suitability for the job. They can access the candidate online profile and resume and mark them as shortlisted right away. Employers can utilize the platform's shortlisting features to mark and save preferred students, making it simple to create a curated list of potential hires. This streamlined process helps employers efficiently manage and track their shortlisted students, ensuring that they can focus on the most promising applicants and make well-informed decisions during the hiring process.

The Job seekers can filter candidates, review their profile and mark them as favorite. The favorites are considered as shortlisted and those profiles will be shown under the Favorites tab in the Attendee Search feature. These profiles can also be downloaded from the events report section.

Screening Questions:

We also offer screening questions that you can add for each job posting for the students. For each job posting, candidates have to submit answers to the screening questions to identify if they meet the eligibility criteria. The booth representatives/recruiters can set up a specific question in the form for each job post, allowing them to evaluate candidates right from the application stage. By incorporating this initial question, recruiters can gather relevant information and filter applicants based on their responses, enabling a more efficient and targeted recruitment process. Screening questions can be set up in the Jobs section of the Booth setup form. The responses from candidates will be visible to Booth reps and event admins only.

Screening Questions ✕

Do you have PMP certification?
○ Yes   ○ No

How many years of working experience do you have?
○ 0   ○ More than 1
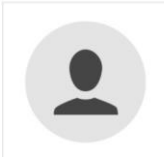
Are you eligible to work in this country?
○ Yes   ○ No

Cancel   **Submit**

Interview scheduler	Within the platform, employers can easily access a dedicated interview scheduling interface that allows them to coordinate interview times, dates, and formats. The feature offers automated scheduling options that streamline the process, reducing the time and effort required to coordinate multiple interviews. Employers can send interview invitations directly to selected students, who can then choose from available time slots that align with their schedules. The platform also facilitates communication between employers and students by sending automated reminders and notifications to ensure both parties are well-prepared for the interviews. This interview scheduling feature of vFairs simplifies the logistics of the recruitment process, improves efficiency, and enhances the overall candidate experience. The employers can look for the shortlisted candidate and send an interview invite. Attendees receive an email from the employer that can be used to accept or reject the invite. If the invite it accepted then it appears in the Employers booking widget as you see below with the instructions of connecting for an interview using the vFairs platform.

Displaying 1-20 of 69 Resumes   1 2 3

Ethan Stephens

First Name: Ethan
Last Name: Stephens
Email Address: ethanstephens89@gmail.com

Valid FAA Mechanics Certificate: No
Resume: View Resume
Require Sponsorship for Employment: No
Country: United States

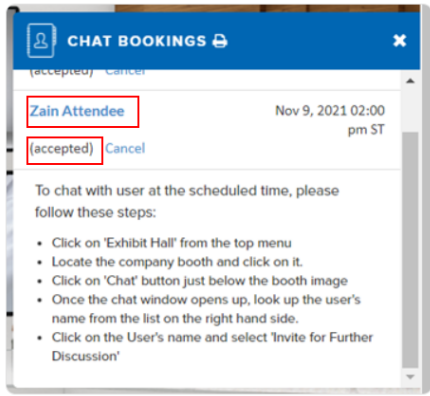State: Louisiana
City: Westlake
Willing to Relocate: No
Interest Area: Engineering, Support

Zip Code: 70669
How did you hear about this event?: LinkedIn
Select events you want to register?: June 17th : 6pm-8pm CST

Send chat invitation

CHAT BOOKINGS 🖨 ✕

(accepted) Cancel
Zain Attendee   Nov 9, 2021 02:00 pm ST
(accepted) Cancel

To chat with user at the scheduled time, please follow these steps:

- Click on 'Exhibit Hall' from the top menu
- Locate the company booth and click on it.
- Click on 'Chat' button just below the booth image
- Once the chat window opens up, look up the user's name from the list on the right hand side.
- Click on the User's name and select 'Invite for Further Discussion'

Host hybrid/mixed events	vFairs offers a seamless and innovative solution for hybrid events, combining the best of both virtual and in-person experiences. With the vFairs Hybrid Event platform, organizations can host events that cater to both remote attendees and those present on-site. The platform allows for live streaming of keynote speeches, panel discussions, and sessions, exhibit booths, interactive and engagement activities ensuring that virtual participants can actively engage with the event content in real time. As a part of our hybrid event, we offer: - Registration & Ticketing via the Landing Page - All-in-one Mobile App + optional White Labelled Mobile App - Check-in App and Lead Capture via QR codes - Badge Printing - Custom Badges & Lanyards

	- Onsite Support by vFairs-certified reps **Mobile App**: The vFairs Mobile App provides a convenient and user-friendly interface for participants to navigate virtual environments, engage with exhibitors, attend sessions, and network with other attendees. With features such as push notifications, personalized agendas, and in-app messaging, the mobile app keeps attendees informed about event updates, session reminders, and networking opportunities. The app supports seamless integration with the vFairs virtual event platform, ensuring a consistent and synchronized experience across devices. Whether attendees are using iOS or Android devices, the vFairs Mobile App empowers them to participate in virtual events anytime, anywhere, enhancing accessibility and convenience for a truly immersive event experience. **Check-in & Badge Printing**: With vFairs Badge Printing, event organizers can easily design and generate customized badges for attendees, exhibitors, speakers, and staff. The platform allows for the incorporation of attendee information, event branding, and QR codes for enhanced functionality. By automating the badge printing process, vFairs eliminates manual efforts, reduces waiting times, and enhances the overall event experience. Organizers can efficiently manage attendee data, track check-ins, and generate real-time reports, providing valuable insights for event analytics. With vFairs Badge Printing, events can ensure smooth and professional on-site operations, enabling a seamless registration and identification process for all participants.
Mon-Fri technical support	The Project Manager will initiate a kick-off call and is responsible for ensuring your event goes smoothly from start to finish and coordinates with internal teams to manage the technical aspects of the event. The project manager generally follows the standard communication plan that is explained below. However, the plan is tailored to client's preferences too. - Schedules weekly calls after the first kick-off meeting

	- Train the event organizers - Event development — deciding on strategy, topic, goals - Shares scope of work and event timeline after collecting all requirements - Shares the meeting notes with meeting recording after every call - Shares event updates via emails & weekly calls to collect feedback - Share Project Risk Matrix on weekly basis - Milestones achieved in the past week - Milestones aim to achieve in the coming week - Shares daily event registration report - Shares event Quality Assurance report 2 weeks prior to the event - Orientation and training session with speakers and exhibitors separately - Running an event rehearsal to test technologies and address any concerns - Day-of availability for troubleshooting and assistance - Post-event recording management, reporting, and analysis The project management team is available during the live hours of the event organizing team on call, chat or email. You can schedule a meeting or email event related queries etc. to your project manager. The team typically responds within an hour depending upon the urgency of the issue. However, if theirs is any important and urgent tasks coming up, the project manager will respond within a few minutes. For the live day, vFairs provide **complete end-to-end support** to the event organizers, participants, speakers, booth exhibitors or any other parties involved in the process. There's a vFairs Technical Support help desk for everyone in the event, dedicated live chatrooms for attendees and speakers can also be created upon request, a customer support email, and a separate chatroom for internal use between the event admin and vFairs project management team. The project manager also stays online on a meeting link that can be joined at any time in case of any issues. We also offer **24/7 support widget** as virtual tech support for your event to be available on the backend for operational provision, on the event landing page and inside the event for any issues.
Live dashboard	The vFairs Dashboard offers admins a comprehensive overview of the overall statistics and metric. Within the Dashboard, admins can easily monitor and track key metrics related to the recruitment process. They can access real-time data on the number of applicants received, providing insights into the level of interest generated by the event. Additionally, admins can view the number of shortlisted students, giving them an understanding of the pool of potential hires. The Dashboard also provides visibility into the number of interviews conducted, allowing admins to gauge the progress of the selection process.

User Journey   Pdf Reports   Post Event Report   Audience Reports

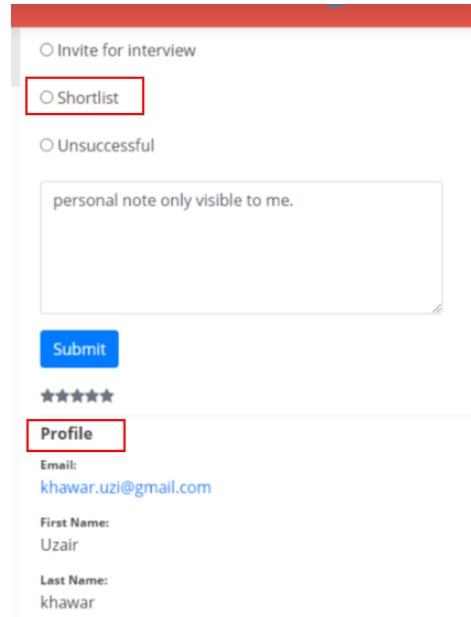|	
Job seeker analytics	vFairs provides exhibitors with analytics on booth visits and interactions. Exhibitors can track the number of visitors to their booth, how long each visitor stayed, which documents or videos they accessed, and any interactions or inquiries made. This data helps exhibitors gauge their booth's effectiveness and identify potential leads. These reports include: Attendee demographics Resumes collected Booth visits Appointments booked Chat logs and other custom reports
Tracking potential candidates	vFairs offers employers a convenient and effective way to shortlist students during the recruitment process. Through the platform, employers can easily identify and shortlist top students based on their qualifications, experience, and suitability for the job. They can access the candidate online profile and resume and mark them as shortlisted right away. Employers can utilize the platform's shortlisting features to mark and save preferred students, making it simple to create a curated list of potential hires. This streamlined process helps employers

efficiently manage and track their shortlisted students, ensuring that they can focus on the most promising applicants and make well-informed decisions during the hiring process.

The Job seekers can filter candidates, review their profile and mark them as favorite. The favorites are considered as shortlisted and those profiles will be shown under the Favorites tab in the Attendee Search feature. These profiles can also be downloaded from the events report section.


| Email reminders | The event organizer can is fully authorized to creating and scheduling email communications for the events. Below are some Custom Email Alerts & Reminders created through the built-in e-mail automation tool: |

- Pre-event marketing emails
- Custom content produced and sent using our platform.
- Reminders to unresponsive attendees
- Develop custom templates to incorporate branding and design.
- Emails to include conference FAQs, session info, unique access link and other event updates.
- Send email on daily wrap-ups of conferences to all participants on the day of the event and thank you on post event.

With the help of your Project Manager, you can either use vFairs existing templates or create a new one to send notifications to the registrants at any stage. These emails can be sent out to any group of users.
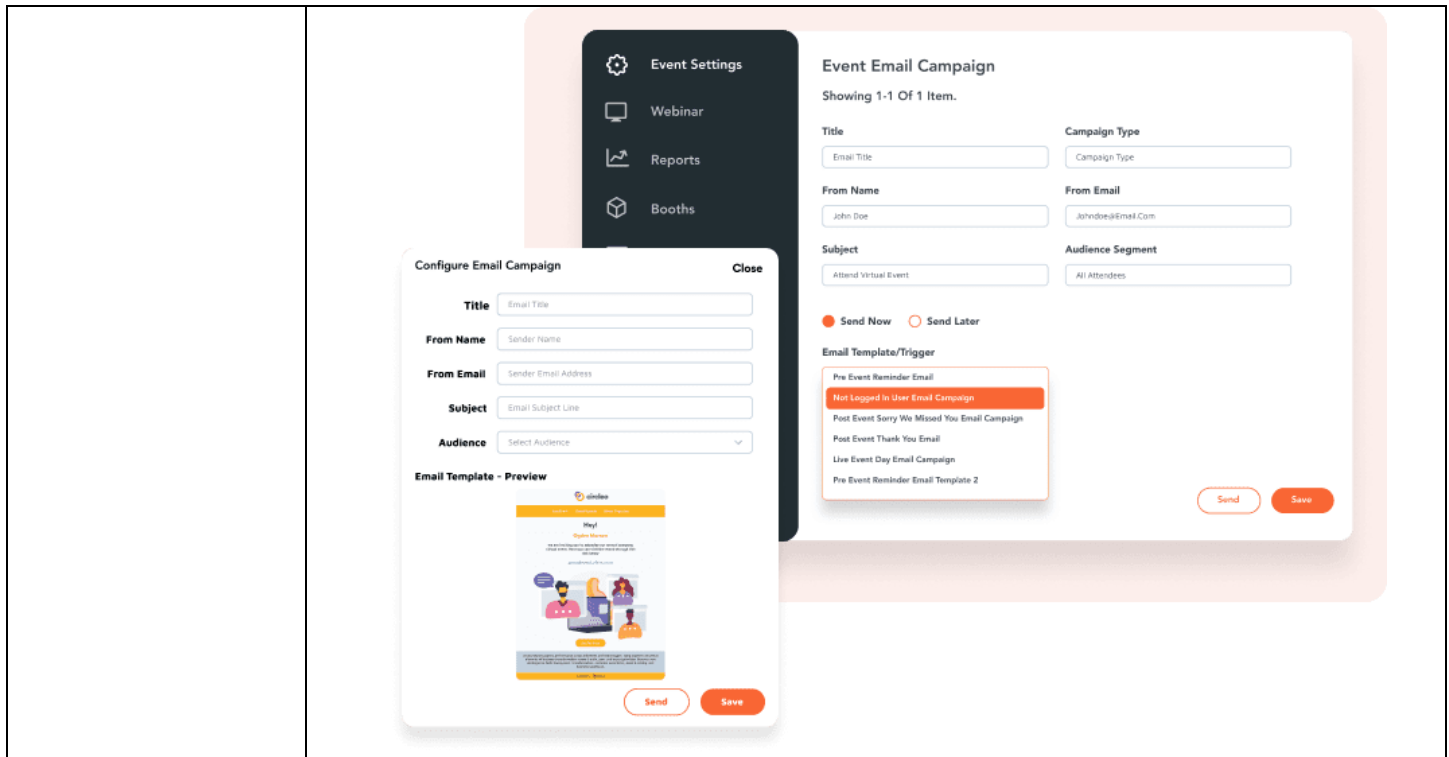
Analytics and reporting	vFairs delivers extensive reporting of each event that are: ✓ Easily accessible, continuously available, real-time ✓ Can be shared with your recruiters/employer vFairs tracks data analytics through a combination of attendee registration information, activity tracking, booth analytics, session/module analytics, polls and surveys, live chat interactions, heatmaps, click tracking, and real-time reporting. **Registration Data:** When attendees register for an event, vFairs collects data such as their names, email addresses, job titles, and companies, etc. This data provides organizers with information about the attendees and helps them segment the audience. **Attendee Activity Tracking:** vFairs tracks attendees' activities during the virtual event. This includes the sessions they attend, booths they visit, documents they download, videos they watch, and interactions they have with exhibitors and other attendees. This data gives organizers a comprehensive understanding of attendee engagement and interests. **Booth Analytics/Lead Capture/ROI:** vFairs provides exhibitors with analytics on booth visits and interactions. Exhibitors can track the number of visitors to their booth, how long each visitor stayed, which documents or videos they accessed, and any interactions or inquiries made. This data helps exhibitors gauge their booth's effectiveness and identify potential leads. **Session Analytics:** The system tracks attendance and engagement metrics for each session or webinar conducted during the virtual event. Organizers can see how many attendees joined a session, how long they stayed, and their interaction level, such as asking questions or participating in polls. This information helps measure the popularity and effectiveness of each session. **Polls and Surveys:** It enables organizers to create polls and surveys to gather feedback from attendees. The platform collects responses and compiles them into analytics reports. These reports provide insights into attendee opinions, preferences, and overall satisfaction with the event. **Live Chat and Q&A Interactions:** vFairs tracks interactions that occur through live chat and Q&A features. This includes conversations between attendees, exhibitors, speakers, and event staff. Monitoring these interactions helps organizers understand attendee needs, concerns, and areas of interest.

Click Tracking: By utilizing tracking technology, vFairs can visualize attendee behavior within the virtual event environment. Heatmaps show where attendees spend the most time, which areas they click on frequently, and the flow of movement within the virtual space. This data helps organizers optimize the event layout and improve user experience.
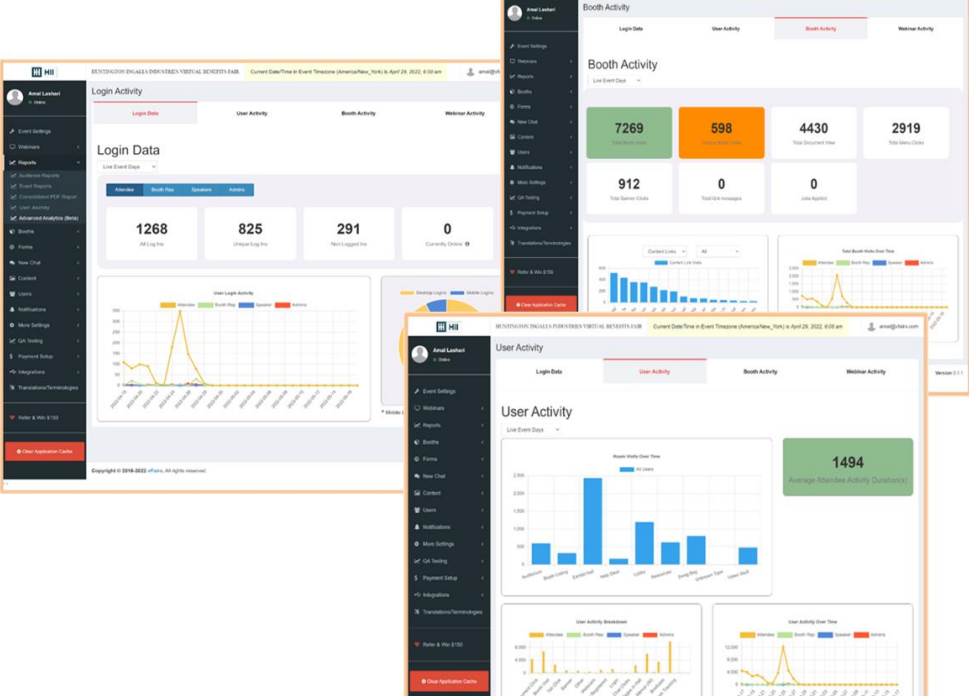
Real-time Reporting: The platform provides real-time reporting capabilities, allowing organizers to access data and analytics during the event. This feature enables them to make data-driven decisions, measure the event's success, and identify areas for improvement while the event is still ongoing.

Below is the list of the reports that can be easily generated through the system along with any additional custom reports:

- Daily, detailed reports on event performance and attendee participation
- Reporting of attendance
- Exhibitor booth statistics

- Reporting of engagement including chats /interaction during the event
- Event registrations, turnout, engagement stats, and metrics at a booth and webinar level

- Reporting of registrations

- Webinar statistics
- Clicks and downloads for all attendees

- Trend and Behavioral analysis in terms of content consumed, site traffic, session traffic, booth traffic, etc.
- Analytics tools to help measure event success, including activity-based lead scoring, as well as demographic and behavioral scoring

In addition to the mentioned requirements, vFairs provides the following engagement reports as well:

- Login & not logged in users
- Swag bag report
- Shopping cart items ordered

- Hall navigation tracking

- Webinar stats, Q&A, Ratings, Upload lists and handouts
- Leaderboard and scavenger hunt reports
- Consolidated PDF reports

- Event summary
- User registration report with status
- Lead generation reports based on booth visits
- Booth visits, document, tab and booth link stats
- Chat logs, transcripts, notes, ratings, reservations
- Survey reports

- and custom reports

System user roles	They system can accommodate any number of users and administrators for as long as it is required. These users accounts can also be imported to other events.
Ongoing technical support	The dedicated Project Manager acts as your single point of contact (POC). The Project Manager will initiate a kick-off call and is responsible for ensuring your event goes smoothly from start to finish and coordinates with internal teams to manage the technical aspects of the event. The project manager generally follows the standard communication plan that is explained below. However, the plan is tailored to client's preferences too. - Schedules weekly calls after the first kick-off meeting - Train the event organizers - Event development — deciding on strategy, topic, goals - Shares scope of work and event timeline after collecting all requirements - Shares the meeting notes with meeting recording after every call - Shares event updates via emails & weekly calls to collect feedback - Share Project Risk Matrix on weekly basis - Milestones achieved in the past week - Milestones aim to achieve in the coming week - Shares daily event registration report - Shares event Quality Assurance report 2 weeks prior to the event - Orientation and training session with speakers and exhibitors separately - Running an event rehearsal to test technologies and address any concerns - Day-of availability for troubleshooting and assistance - Post-event recording management, reporting, and analysis All project communication activities will occur within the project's approved budget, schedule, and resource allocations. vFairs project manager will be responsible for ensuring that communication activities are performed by the project team. Communication activities will occur in accordance with the frequencies detailed in the Communication Matrix that will be mutually agreed between two parties in order to ensure the project adheres to schedule constraints.
Training materials	We provide a general administrator guide and it can also be tailored upon request. It normally includes: - Introduction to the role and responsibilities of a vFairs administrator - Instructions for accessing the vFairs administrator portal or dashboard - Overview of the administrator interface and navigation - Instructions for setting up the administrator account and managing user access - Configuration options for customizing the virtual event environment, branding, and design

	- Steps for creating and managing events and app within the vFairs platform - Instructions for configuring event details, schedules, and exhibitor/vendor/speaker/attendee information - Managing registrations, attendees, and user engagement during the event - Guidelines for uploading and managing various types of content, such as documents, videos, presentations, and interactive elements - Instructions for organizing and categorizing content within the platform - Instructions for managing exhibitors or vendors within the virtual event - Overview of the reporting and analytics capabilities within the vFairs platform - Explanation of the available metrics, data points, and insights for event performance evaluation - Troubleshooting tips and common issues encountered by administrators - Contact information for vFairs support or technical assistance The vFairs project manager can also schedule an open training session with the attendees to show them how they can log into the virtual job fair and utilize all features and functionalities in the best way. vFairs has guides available based on the issues that users encounter when using the vFairs platform. by the event users and we can also generate event-specific troubleshooting guides too if needed. See our chat troubleshooting sample guide **here.** In addition to the guide, we have a 24/7 chat support widget for the event organizers as well as the attendees and we list our frequently asked questions (FAQs) related to vFairs usage and troubleshooting on all landing pages for everyone.
Branding and customization	vFairs allows organizations to customize their virtual events to align with their brand identity. From designing personalized booths and landing pages to incorporating custom branding elements throughout the platform, vFairs offers extensive customization options to create a unique and memorable experience for attendees. vFairs team ensures to keep all the designs and over event platform in line with the brand guidelines and elements. Starting from landing page and registration form, the team follows the brand colors and set the environment according to your mood board while making sure it falls under the brand guidelines. Some of our available templates are: **Landing Page Showcase** **Registration Forms Sample** **3D Designs Templates**

Thank you for reading our proposal.

Please reach out if you have any questions or would like to schedule a product walkthrough for the next steps!

Thank you for considering **vFairs!**