**EMAILS FROM THE SCHOOL BEFORE THE VIRTUAL EVENT**

**Template 2: Career Fair Registration & Tips to Prepare**

**To: Employers**

Subject: Register today! Hire great talent at (Career Fair Name)!

Hi (Employer name),

(School name) is so excited to announce that our (Career Fair Name) will be held virtually on (Date), from (Time Range). This virtual career fair will be hosted with GradLeaders and registration is now open!

Register here: (insert Link)

As our students begin a new semester, we look forward to connecting them with some of our most valued employer partners like (company name)! Through the GradLeaders platform, employers will be able to host virtual information sessions, update students on opportunities within your organization, and have live video chats with top candidates.

(insert Career Fair Name)

• Purpose: (insert types of students and companies that should attend)

• When: (insert date and time)

• Where: Online virtual platform - join from anywhere on computer or mobile device!

• Cost: (insert costs)

• Deadline: (insert)

• Details and Registration: (insert link)

Need help?

Watch these quick how to videos:

1. Request to Attend Event: <https://youtu.be/jy_PsQ34ePM>
2. Set Up Schedules & Booth Prior to Event: <https://youtu.be/ZHYo1ZXwiUU>
3. Prepare for Event: <https://youtu.be/I1PEurSmyzc>
4. Manage Queues During the Event: <https://youtu.be/bMreKBuw80Y>
5. Mange Fixed Timeslots: <https://youtu.be/mmd_PK3W6gU>

Download the recruiter user guide here: <https://gradleaders.com/webfiles/GradLeaders-Connect-Recruiter-User-Manual.pdf>

And as always, let us know if there is anything we can do to help you find and connect with right-fit students for your organization.

Sincerely,