

Dear Virtual Job Fair Participant,

Thank you for registering to participate in the National Health Service Corps (NHSC) Virtual Job Fair scheduled for November 19, 2013 at 7:00 p.m. **Eastern Time**. Thirty-six NHSC-approved sites from 21 states and Washington, D.C., representing more than 110 job vacancies, will present information about their site(s), their community and current job vacancies. Participating states include: Alaska, Arizona, California, Connecticut, Florida, Georgia, Idaho, Kansas, Massachusetts, Michigan, Minnesota, Missouri, North Carolina, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Tennessee, Washington, and West Virginia. Please see the schedule attached for your review.

EQUIPMENT REQUIREMENTS

The Virtual Job Fair will be a "virtual meeting" using Adobe Connect Meeting, a Web conferencing product that allows users to conduct live meetings and presentations over the Internet.

To participate in the Virtual Job Fair using Adobe Connect, you only need an Internet connection, a Web browser, and the latest version of Adobe Flash Player. The recommended browser for Adobe Connect is Internet Explorer. Firefox may not work, and Chrome does not support Adobe Connect.

To test Adobe Connect prior to the Virtual job Fair, please go to: https://hrsa.connectsolutions.com/common/help/en/support/meeting_test.htm

Audio is by operator-assisted dial in phone lines ONLY; to participate in the audio portion of the Virtual Job Fair, you will need access to a telephone for the duration of the event.

DAY OF THE VIRTUAL JOB FAIR

Using the information listed below, please log in to the Virtual Job Fair 15 minutes early at 6:45 p.m. **Eastern Time** to ensure an on-time start for the Welcome and Technical Instructions. In addition, please call in to the Operator Assisted Dial in Number below. We will provide a brief welcome and instructions for navigating in the Virtual Job Fair from 7:00 – 7:10 p.m.

When logging into the Virtual Job Fair, choose to "Enter as a Guest," type in your first and last name, and click "Enter Room." When using the call-in number, please clearly state your first and last name when prompted.

- **Virtual Job Fair Adobe Connect Login:**
<https://hrsa.connectsolutions.com/VJFforveterans>
- **Operator Assisted Dial In:** 1-888-810-6802, Passcode: VIRTUAL JOB FAIR

If you have questions about logistics, registration, or need technical assistance before the Virtual Job Fair, please contact us at NHSCVirtualJobFair@hrsa.gov. Once the Virtual Job Fair has begun, please contact us on the Operator Dial in phone number above.

To Join a Breakout Room from the Main Welcome Link

Click on the breakout room pod on the left hand side of your screen. In the pod, click on the breakout room (1, 2, 3, 4, or 5) that you wish to join. After clicking on the room, hit “Browse to” in the bottom of the pod. This will take you to your requested breakout room.

While remaining on Adobe connect, hang up the main presentation room phone line and dial the breakout room phone number. The dial in information for the five breakout rooms is listed below:

- **Breakout Room #1: Call:** 1- 888-469-3350 **Passcode:** 56947
- **Breakout Room #2: Call:** 1- 888-790-1641 **Passcode:** 52846
- **Breakout Room #3: Call:** 1- 888-455-0062 **Passcode:** 23844
- **Breakout Room #4: Call:** 1- 888-989-4987 **Passcode:** 52297
- **Breakout Room #5: Call:** 1- 877-546-1573 **Passcode:** 69518

To Switch Breakout Rooms

To switch breakout rooms, you will need to close the browser window for the breakout room you are in by clicking the “X” (red) in the top right hand corner, then click on the tab of the main link of the Welcome and Instruction page. This will open the main Virtual Job Fair page again. Now click on the next breakout room you wish to join. Follow the instructions as listed above and continue to do this in order to move to your desired breakout room as needed. Remember, you will need to dial in on the assigned phone line for the new breakout room you are moving to.

To Download Information about Participating Sites and the NHSC

To the left of your screen, you will see the “Resource Download Area” pod. This pod will have the Virtual Job Fair Agenda and the Site Contact List. Click on the material in the pod you want to view and download it to your computer. The material will pop up in a new window on your computer.

Thank you. We look forward to your participation!

Best Regards,

The NHSC Virtual Job Fair Team

NHSCVirtualJobFair@hrsa.gov