

Networking Night Modality Guide

Key Safety Take-a-Ways for being On Campus

- Guests will be instructed to do daily health checks and not attend if they have any symptoms
- Masks (other than while eating) are required for all attendees regardless of vaccination status
- Hand sanitizer located throughout the event space
- Assignment Schedules are used extensively at ESSPS events and provide an audit trail of who is where, when, etc
- Naturally in small groups throughout most of the event
- Guests are continually checked-in throughout the event
- Onsite students will use their own laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) to interact with online companies in a separate section of the venue

Food

- Onsite participants will be provided with dinner at the venue
- Online participants will be fed and focused using an e-allowance from the ESSPS [Grubhub](#)

What to Bring/Use

- Students
 - Modality reflects that of their PSLS class (onsite students onsite and online students online). Most students will be onsite. The only students fully online (ie: only on Zoom) will be those taking ALL of their PSLS classes online.
 - Onsite students bring their own fully charged device (laptop or mobile phone) and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) so they can use it if/as needed
 - Online students use their own laptop/computer
- Professionals/Companies
 - Register in advance for the event and declare their modality
 - Onsite professionals will only interact with onsite students
 - Online professionals use their own laptop/computer and can interact with online and onsite students
- Zoom Settings
 - [Zoom Meeting 5.3.0 or higher is required](#)
 - Screen and file sharing will be enabled
 - Rename yourself with your name and company (ie: John Smith – ABC Company) so other guests and ESSPS Admins know who you are
 - Be prepared to self-select breakout rooms for open networking and accept requests to join for table talks ([tutorials, testing](#)). Breakout room naming will look like the following:
 - Company Name – Team Member Name
 - Alum – Alum Name
 - Links will be sent on October 20 (W) and will be sent to the email that was used during registration
 - Students will receive 5 emails, and each email will correspond to a different part of the event and contain the link for that part of the event
 - Companies will receive 1 email with all 5 Zoom links along with a report of the students who signed up for their Table Talks
 - Online guests will also receive an email from [Grub Hub](#) to access their e-allowance

Flow

- Students
 - Register in advance for the event and companies they will talk to and will also declare their modality
 - Onsite students can talk to onsite and online professionals/companies because the online professionals/companies will have QR code cards (embedded with Zoom link and code) that ESSPS will give to the onsite students so they can talk. Onsite students who are talking to online professionals/companies will need to bring their own device (smart phone or laptop) and air pods (ie: integrated speaker, noise canceling, microphone) so they can communicate. They will start in a Zoom waiting room, and then the ESSPS Admin will admit them to the main room. Online companies will have their tables setup in the T section of the Auditorium so they are further away from noise and distractions.
 - Onsite students will check in at each onsite company table in the Auditorium using the QR code at that table and typing their name into the form
 - Online students will Zoom in to talk with professionals/companies who are also online. Online students will start in a Zoom waiting room, and then the ESSPS Admin will admit them to the main room. Online students will *not* be able to talk with onsite professionals/companies because it would be too many devices and too much noise in the same space.
 - When students are talking to an online company that has more than one professional attending, that online company will have more than one breakout room (one for each company attendee) so that they can breakout further into 1-1's or small group discussions. Companies will let the student(s) know to move further into a professional's breakout room.
 - Move to a different company table (or Zoom room) for each round of the event
- Professionals/Companies
 - Register in advance for the event and declare their modality
 - Onsite companies can talk to onsite students. They cannot talk to online students because it would be too many laptops and too much noise in the same space.
 - Online companies can talk to online and onsite students because online companies will have QR code cards (embedded with Zoom link and code) that ESSPS will pass out to the relevant onsite students (link emailed to online students), and the professional will be present via Zoom on a student's device. Onsite and online students will start in a Zoom waiting room and then be admitted by an ESSPS Admin who will then have the onsite and online students join the main room. Online companies will have their tables setup in the T section of the Auditorium so they are further away from noise and distractions.
 - When an online company has more than one professional attending, that online company will have more than one breakout room (one for each company attendee) so that they can breakout further into 1-1's or small group discussions. Companies will let the student(s) know to move further into a professional's breakout room.
 - ESSPS Alumni who are participating as alumni are there to share next phase of life coaching, lessons learned, and their story. These alumni will only be interacting with seniors who already secured a post graduation job.
- Customer Service
 - Help is available throughout via student workers onsite, a dedicated Zoom link, 419-530-6133, and edwardschmidtschool@utoledo.edu

Timeline

- 5:30-6:00 – Check-in, Eat and Table Talk #1/Open Networking
- 6:00-6:30 – Table Talk #2 on Culture and Branding
- 6:30-7:00 – Table Talk #3 on Learning how to Fail
- 7:00-7:30 – Table Talk #4 on Internships
- 7:30-8:00 – Table Talk #5 on Career Lattice