



UToledo Invitational Sales Competition (UTISC) Modality Guide

Key Safety Take-a-Ways for being On Campus

- Guests will be instructed to do daily health checks and not attend onsite if they have any COVID-19 symptoms
- Masks (other than while eating or being alone in a role play room during an online or hybrid role play) are required for all attendees regardless of vaccination status
- Hand sanitizer and individually wrapped disinfectant wipes located in each room/area
- Assignment Schedules are used extensively at ESSPS events and provide an audit trail of who is where, when, etc. Personal schedules are available the week prior ([how to read](#))
- Naturally in small groups throughout most of the event
- Onsite guests will use their personal mobile devices and accessories if/when interacting with an online guest and will be able to connect using QR codes
- Onsite sponsors will use their personal laptop or mobile device and accessories to enter judge scores
- Savage Business bathrooms and high traffic areas cleaned Friday night

Food

- Onsite guests will be provided with meals and snacks per the [agenda](#)
- Online guests will be fed and focused using an e-allowance from the ESSPS [Grubhub](#)

What to Bring/Use

- Students and Faculty
 - Register in advance for the event and declare their modality.
 - Onsite students bring their laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) to the UTISC so they can use it if/as needed for the coaching/interviewing session, career fair, and other parts. Note that an UTISC laptop will be used for role play sellers that are mixed modality. Onsite students might want to consider putting any electronic materials on an USB drive or in a cloud so they can access their electronic materials if/as needed during the role play. Our laptops are frequently used by students to access personal USB, Google drives, One drives, etc.
 - Online students use their own laptop/computer
- Professionals/Companies
 - Register in advance for the event and declare their modality
 - Onsite professionals bring their laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) to the UTISC so they can use it to enter judge scores and if/as needed for coaching/interviewing, career fair, and other parts. Note that an UTISC laptop will be used for role play buyers that are mixed modality.
 - Online professionals use their own laptop/computer
- 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 ([tutorials](#), [testing](#)). Breakout room naming for open networking will look like the following (depending on the session):
 - University Name
 - Company Name – Team Member Name
 - Special Guest – Guest Name
 - Links will be sent the week before as a series of calendar invites with notes specific to that portion of the event.
 - Online guests will also receive an email from [Grub Hub](#) to access their e-allowance

Flow

- **Assignment Schedule**
 - Assignment Schedules are used so sponsors know when and where they are judging, buying, at career fair, who they are coaching/interviewing, etc. Faculty can see when they are judging, and students can see who they have for coaching/interviewing. Personal schedules are available week prior ([how to read](#)).
- **Meet the Teams (includes Welcome)**
 - Open networking with universities as the destination (table or Zoom breakout room)
 - Onsite – in Student Union Auditorium
 - Onsite universities will each have their own table and a Zoom link for a main room (and will have their own breakout room within that main room)
 - Onsite professionals will
 - Walk over to the table of the onsite university they want to talk to
 - Talk to online universities by scanning the QR code for that university's Zoom main room and then selecting that university's breakout room. ESSPS Admins will admit them from the Zoom waiting room.
 - Online – Zoom
 - Online universities will have a Zoom link for the main room (and will have their own breakout room within that main room)
 - Online professionals can talk to online and onsite universities as all universities will have an online Zoom breakout room of their own. Online professionals will have the Zoom links for all the university rooms and will click on the Zoom link for the university they want to talk to (and then select that university's breakout room). ESSPS Admins will admit them from the Zoom waiting room.
- **Faculty/Sponsor Breakouts**
 - Pre-determined groupings of 4-7 people who are a combination of faculty or sponsors/companies
 - Onsite and online guests will *not* mix for this portion of the event
 - Onsite – in Student Union Auditorium
 - Onsite faculty and onsite professionals will go to their assigned table
 - Online
 - Online faculty and online professionals will click on the Zoom link they are assigned to. ESSPS Admins will admit them from the Zoom waiting room. Once in the Zoom main room, they will get moved to the assigned breakout room.
- **Student Development Block**
 - 4 companies will have 2-4 professionals from their team who are interacting with a group of 20-30 students. Groupings are predetermined.
 - Onsite – in Student Union 2592, 2591, 2584, 2582
 - Onsite students and online professionals will report to the room/company they are assigned to
 - Room's AV uses an UToledo laptop. Sponsors should plan on having any electronic materials on an USB drive or cloud.
 - Online – Zoom
 - Online students will click on the Zoom link for the company they are assigned to. ESSPS Admins will admit them from the Zoom waiting room.
 - Online professionals will click on the Zoom link they are assigned to. ESSPS Admins will admit them from the Zoom waiting room.
 - Mixed modality may occur in one or more of the blocks. ESSPS Admins will run online and hybrid sessions and will admit guests from the Zoom waiting room. This same laptop will be connected to the AV in the Student Union room for any formal presentation so that both onsite and online students are seeing the same screen content and hearing the onsite conversation.
- **Orientation**
 - Onsite in Student Union Auditorium (for universities) and 2592 (for sponsors) for those who are onsite
 - Online will watch the exact same orientations and be able to ask questions as the orientations will be a Zoom webinar.

- **Role Plays**

- Rounds

- Round 1 through Semis - Onsite students will be aligned with onsite professionals and online students will be aligned with online professionals as much as possible. Modalities may be mixed within a role play room if needed to balance out a room.
 - Finals – modalities will likely be mixed

- Modalities

- Onsite – seller/buyer in the physical room (hallway for debrief), admin in control room using Mediasite, judges in the classroom. Mediasite live stream.
 - Online – seller/buyer in Zoom room (breakout room for debrief), admin in the physical room on a laptop that is connected to a Mediasite recorder (laptop will either be the HDMI video/audio input or screen/media input), judges online in Mediasite Showcase (use Comments button to show they are ready for next role play; ESSPS Admins will also use Comments to alert that the next role play seller is ready and will name the seller for the judges). Mediasite live stream.
 - Mixed – seller in physical room talking to the Zoom laptop as the buyer will be in Zoom (or reverse with seller/buyer; breakout room for debrief), admin #1 in control room using Mediasite, admin #2 in control room as Zoom host, judges in the classroom or online in Mediasite Showcase (use Comments button to show they are ready for next role play; ESSPS Admins will also use Comments to alert that the next role play seller is ready and will name the seller for the judges). Mediasite live stream.

- Notes

- UTISC laptop provided for the role playing seller/buyer if mixed modality is being done and will be cleaned in between each student's role play (or at end of round for buyers)
 - Onsite sellers in a mixed/hybrid role play might want to consider putting any electronic materials on an USB drive or in a cloud so they can access their electronic materials if/as needed during the role play. Our laptops are frequently used by students to access personal USB, Google drives, One drives, etc.
 - Please avoid handshakes during role plays to ensure consistency and safety (we do not want the handshake to impact scores as some sellers and/or buyers might not feel safe at this time.)
 - Sellers will know if they are going into a hybrid room by looking at the buyer's modality as noted in the Assignment Schedule
 - Buyers and judges will know if the student is an online seller by looking at the role play schedule. Online sellers will have an * by their name.
 - Mediasite player will have judge graphic in upper corner that is linked to the online judge eval. Graphic will be changed (and link removed) after the event is over.
 - Link for online judge eval will also be emailed out
 - Online judges will login to Mediasite Showcase using a generic username/password that will be the same one as for CARLOS Judge Score Entry. Judges from Glass or higher sponsors can also use their company login.
 - Online and mixed role plays will use a Zoom waiting room to check in the seller and/or buyer
 - Each room in each round will be its own Mediasite stream/link. Editing will need to be done after the event to cut the round into individual role plays.
 - Each role play room will also have a Communication Specialist who will make calls (or texts) to guests as needed to help get them ready (and send emails as needed). Communication Specialists will also handle further internal communications between Floats, Division Leads, etc to address issues if/as needed.

- **Career Fair**

- Open networking with companies as the destination (table and/or dedicated Zoom link)
- Onsite – in Student Union Ingman
 - Onsite companies will each have their own table and a dedicated Zoom link (personal breakout rooms will be available for each online corporate attendee if they have more than one attendee online). ESSPS Admins will admit them from the Zoom waiting room.
 - Onsite universities will
 - Walk over to the table of the onsite company they want to talk to
 - Eligible to receive Career Fair raffle tickets (to play center ice games and ride Fanboni at Toledo Walleye game). Can also pickup swag to use in the Social Media Competition.
 - Talk to online companies by joining their dedicated Zoom link. ESSPS Admins will admit them from the Zoom waiting room.
- Online – Zoom
 - Online companies will have a dedicated Zoom link (personal breakout rooms will be available for each online corporate attendee if they have more than one attendee online). ESSPS Admins will admit them from the Zoom waiting room.
 - Online universities can talk to online and onsite companies as all companies will have a dedicated Zoom link. ESSPS Admins will admit them from the Zoom waiting room.
 - Not eligible to receive Career Fair raffle tickets at this time
- Notes
 - Company's dedicated Zoom link for Career Fair and all 3 Coaching/Interviewing Sessions will be the same
 - Personal breakout rooms for each company attendee who is online will be available within each company's dedicated Zoom. Use the breakout room button in the Zoom toolbar to access personal breakout rooms if/as needed.
 - Zoom links will be at the company's table in the Career Fair space and will have a QR code, meeting ID, and passcode ready for quick access. Zoom information will also be in UTISC Connections and sent via calendar invite.
 - Companies who are fully onsite at the Career Fair should still plan on having one of their Career Fair people watching their Zoom link so they can talk to online students.
 - Online companies may ship promo items in advance to have onsite for onsite students to collect for the Social Media Competition

- **Coaching/Interviewing**

- Onsite students will be aligned with onsite professionals and online students will be aligned with online professionals as much as possible. Modalities may be mixed to ensure everyone is grouped up.
- Modalities
 - Onsite – students and professionals will be in various classrooms, seminar rooms, and conference rooms.
 - Online – student/professional groupings will be in Zoom and spread out across 1 or more Admins (and Zoom links)
 - Mixed – will have onsite student (or professional) use one of the smaller rooms (role play room, seminar room, conference room) and their laptop to join a Zoom. Online and mixed will be spread out across 1 or more Admins (and Zoom links).
- Notes – guests will be checked in in their physical room or Zoom room. Zoom waiting rooms will be in use.

- **Entertainment**

- Onsite guests who have entertainment tickets will be at a Toledo Walleye hockey game at the Huntington Center. Career Fair raffle winners will be picked to play center ice games and ride the Fanboni. Semi Finalists announced on the big screen during second intermission.
- Online guests will *not* have entertainment

- **Awards**

- Onsite in Student Union Auditorium and T Section
- Online will watch a Mediasite live stream from that room and use the player's Question button to send in a question and Comments button to comment on the event/content

- **Customer Service**

- Help is available throughout via student workers onsite (wearing gold tshirts), a dedicated Zoom link, 419-530-6133, and edwardschmidtschool@utoledo.edu