

ONLINE ONE-TO-ONE EVENTS GUIDE



Meet MBA and Master's school
representatives online One-to-One.

Take this opportunity to build a strategy and
an action plan for your career growth and
business leadership role.

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BEFORE THE EVENT

This guide will give you the information you need to prepare and conduct productive video meetings with international school representatives.

✓ LOOK THROUGH YOUR PRESCHEDULED SCHOOLS

The list of schools that best match your preferences and profile will be sent to you via email. You can discuss the list with your dedicated candidate manager prior to and during the event.

If you don't have any prescheduled schools, you will be contacted and advised by a moderator or by one of our consultants online, on the day of the event.

✓ GET TO KNOW THE MBA AND MASTERS PROGRAMMES

Review the details about the participating schools by following the links from your list of schools.

✓ PREPARE RELEVANT QUESTIONS

Make a positive first impression on the school representatives – ask appropriate questions during your meetings.

✓ PLATFORM

Your One-to-One video meetings will take place on the [Access Online Event Platform](#).

✓ BE ON TIME

Be punctual and respectful of the time invested by school representatives to meet with you. Online video meetings follow a strict schedule.



DAY OF THE EVENT

Make sure that:

- ✓ Your Internet browser is updated to its latest version
- ✓ You have checked your Important information email for the **custom login link**
- ✓ You are logged in to the **Access Online Event Platform** on time, preferably **on Desktop**
- ✓ You have a stable Internet connection provided with the minimum **Internet speed of 800 Kbps/1.0 Mbps**
- ✓ If using **iPhone** during the event, please join through **Safari browser** and have the **Zoom app** downloaded for better user experience



LOG IN

- ① To log in, click on the **custom link** you have received in your Important information email and SMS text message the night before the event as well on our **Candidate platform**.
- ② Log in 30 minutes before the start of the event to find your way around the platform and to make sure everything goes smoothly.
- ③ You will see all the information about your upcoming event on the home page after you log in to the platform. The meeting schedule is updated in real time.

In case of any questions or technical issues, please contact the support staff on the platform. You can also email your dedicated candidate manager or send a message to **candidate@accessonline.com**

PLATFORM INFO

You can see all your upcoming meetings in the **My Schedule** section. You can schedule new meetings with business schools with the help of an Access MBA or Masters consultant online.

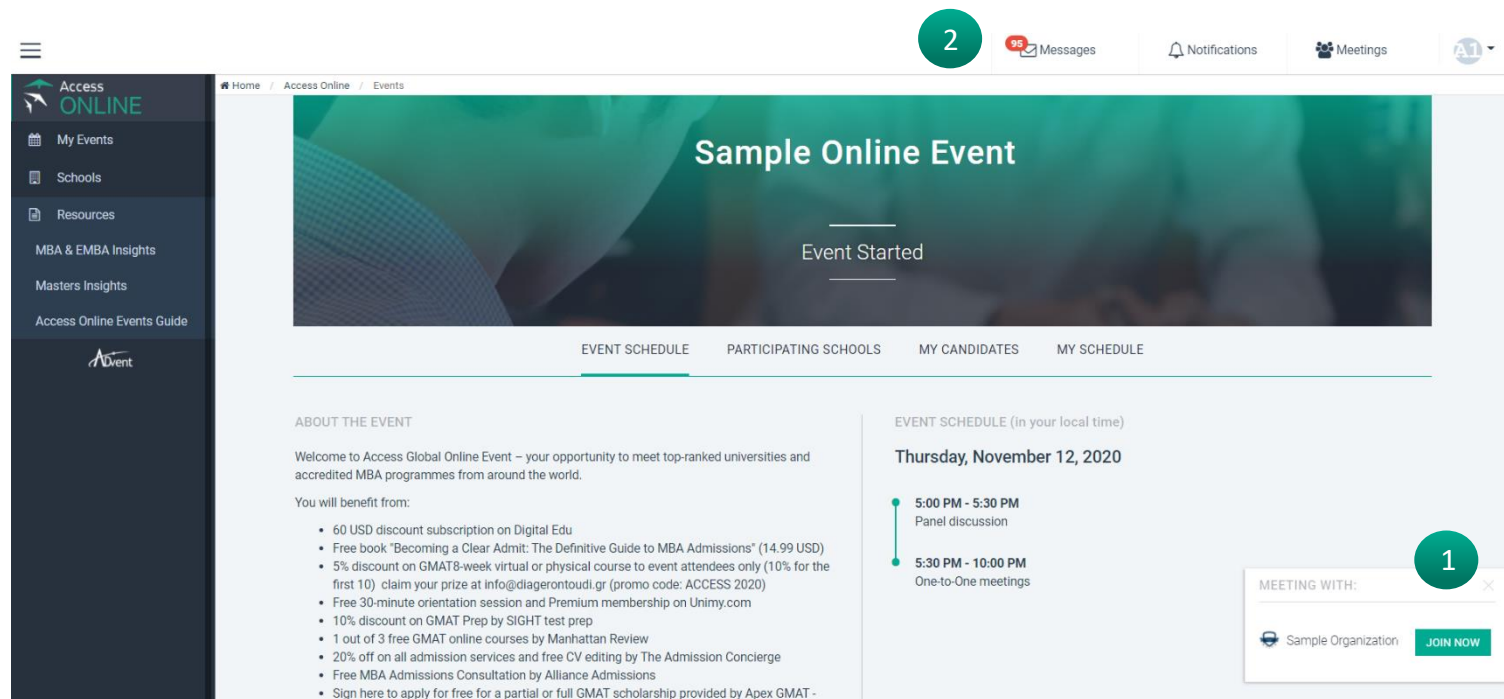
Once a meeting is scheduled for you, it will also appear in a rectangle on the right side of your screen. Within the rectangles you will see countdown timers, which indicate how much time is left until your meeting starts.

SCHEDULE

- 1 When the time for your meeting comes, a green **Join Now** button will replace the timer. Click on it to start your meeting.

MESSAGES

- 2 Keep track of the **Messages** tab on the upper menu. You will receive a welcome note from the online consultant under the name "Adviser". Use **Messages** to request new meetings.

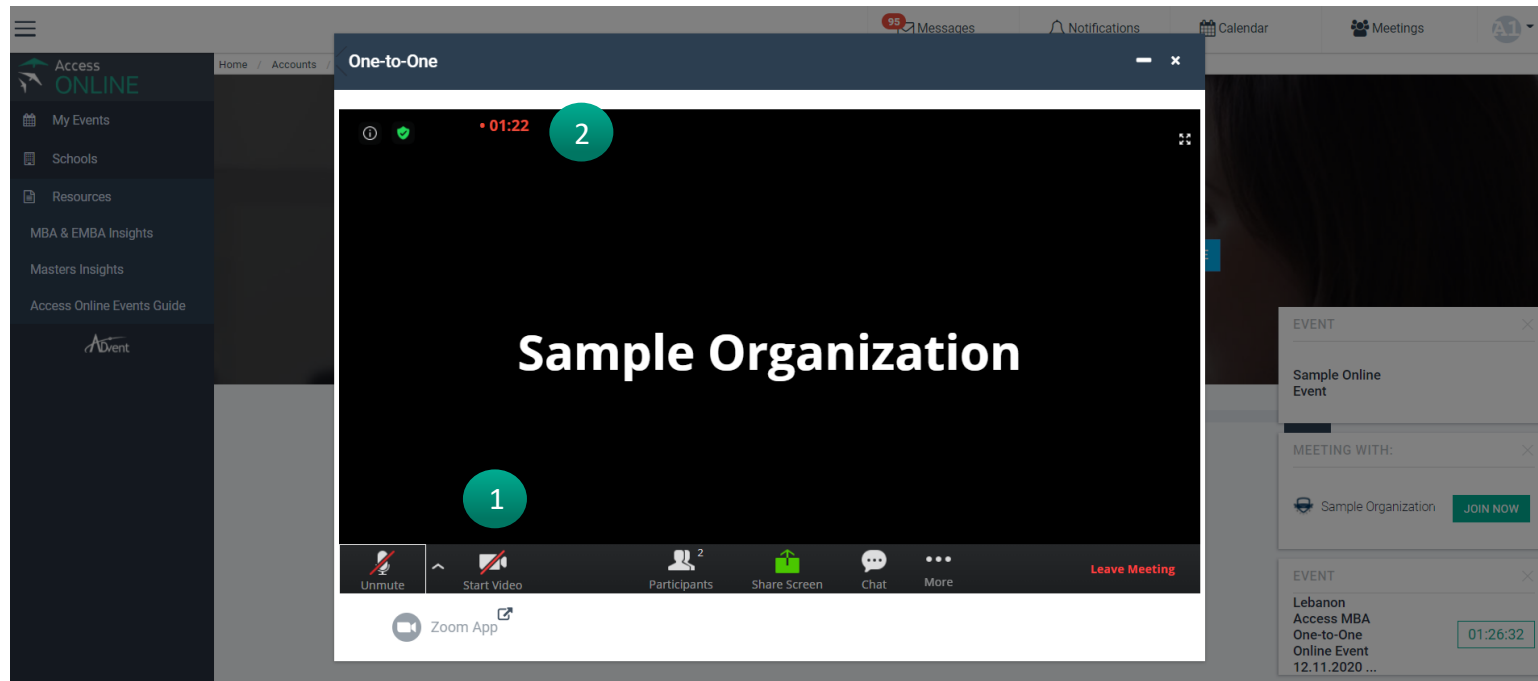
The screenshot shows the Access ONLINE platform interface. At the top, there is a navigation bar with a hamburger menu icon, a 'Messages' tab with a notification badge (2), and icons for Notifications, Meetings, and a user profile (A1). The main content area features a large banner for a 'Sample Online Event' with the text 'Event Started'. Below the banner are tabs for 'EVENT SCHEDULE', 'PARTICIPATING SCHOOLS', 'MY CANDIDATES', and 'MY SCHEDULE'. The 'EVENT SCHEDULE' tab is active, showing 'ABOUT THE EVENT' and 'EVENT SCHEDULE (in your local time)'. The 'ABOUT THE EVENT' section includes a welcome message and a list of benefits. The 'EVENT SCHEDULE' section shows a timeline for Thursday, November 12, 2020, with two time slots: 5:00 PM - 5:30 PM (Panel discussion) and 5:30 PM - 10:00 PM (One-to-One meetings). A 'MEETING WITH:' pop-up window is visible in the bottom right corner, showing 'Sample Organization' and a 'JOIN NOW' button. A green circle with the number '1' highlights the 'JOIN NOW' button.

VIDEO MEETINGS

VIDEO WINDOW

- 1 When you click the **Join Now** button, the video window will appear on your screen. Your meeting will start automatically. Your camera will be switched off by default, so make sure **to switch it on**. The controls at the bottom enable you to adjust your audio and video settings, chat and share your screen.
- 2 When the 25 minutes are up, the video window will disappear. There is a **timer in the upper left corner** of the video player, showing how many minutes are left till the end of the meeting.

If you click anywhere around the video window, it will be minimised in the bottom left corner, but the meeting is not interrupted or cancelled. Click on the bar to expand it. If you accidentally close the video window, you can rejoin the meeting from the **Meetings** tab or from **My Schedule**.



OVERVIEW

MEETING DURATION

Each meeting lasts **25 minutes** in total, including 20 minutes allotted to the actual conversation and 5 minutes to a break between the meetings. Meetings will disconnect automatically once the time is up, so please keep an eye on the time during your conversation.

WEBINARS AND PANEL DISCUSSIONS

If you have been invited to one of the webinars or panel discussions that are part of the main event, you can join by selecting the **Events** tab from the menu on the left part of the screen. You will see all your upcoming and past online events. Click on your **Booked event**.

LIVE SUPPORT

In case of any questions or technical issues, please contact our Advisers or Access Staff on the platform. You can also email your dedicated candidate manager or send a message to candidate@accessonline.com

RECOMMENDATIONS FOR A SUCCESSFUL EVENT

- ✓ Check the school profiles before the event, prepare relevant questions and keep an eye on the time during your meetings
- ✓ Log in 30 minutes in advance, preferably **on Desktop**
- ✓ Provide a stable Internet connection with the minimum **Internet speed of 800 Kbps/1.0 Mbps**
- ✓ If using **iPhone** during the event, please join through **Safari browser** and have the **Zoom app** downloaded for better user experience

Thank you for joining our events!