



**VIRTUAL
RESIDENCY
PROGRAM
FAIR**

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Thank you for registering your program for the EMRA 2020 Virtual Residency Program Fair. Below you will find answers and tips for some frequently asked questions. Please share with anyone who is representing your program as part of the EMRA Residency Program Fair. As always, please [email James](#) with any questions.

Please note: We expect to open the event for medical students by Sept. 11. We ask that your program booth and all associated program representative's profiles are completed before this date.

***PRO-TIP: When creating individual profiles, it is strongly suggested each individual lists their Personal Meeting Availability on their page. This will help prevent getting meeting requests when not available. As an example, [please visit this profile](#).**

How does this event work?

We have designed the EMRA 2020 Virtual Residency Program Fair to allow interested medical students to schedule 1:1 personal video chats with representatives from your program. Medical students will be limited to requesting 15 individual meetings to help allow more students to participate in the event. All interactions will be handled through the Pathable platform and is designed to be entirely online.

What web browser works best with the platform for the event?

The website is optimized for use via Google Chrome. While it can work with Safari and FireFox, there can be some issues with the Zoom meetings. Therefore we suggest all participants use Google Chrome. It does not support Microsoft Explorer. Please share this information with your program representatives.

Can I do this on my mobile phone?

Yes! The website works in your phone's web browser as well. Again, Google Chrome would be best.

What is the date/time of the EMRA 2020 Virtual Residency Program Fair?

The event platform will be open daily from Sept. 26 - Oct. 2 between the hours of 8 am - 9 pm Central time.

Do we need to be available for the entirety of the event?

Absolutely not! This event is built around your program representatives' availability. You set your own schedules and medical students will be instructed to request a meeting only during those times.

How many program representatives can we have?

You can have up to 5 individual profiles at any one time. This includes the person who sets up your booth. Once your virtual booth is set up, you can swap this person with another who will meet with medical students.

Can we swap out our representatives as schedules allow?

Absolutely! If someone is only available Sat-Mon and someone else is available Tue - Fri, you can simply update a profile to reflect this new individual. We just ask that you don't create more than 5 profiles. If you need help, just email [James!](#)

How long do the 1:1 video chats last?

We scheduled meeting times in 15 minute increments. We ask all program representatives to limit their meetings to 10 minutes. This will give you at least a 5-minute break before your next meeting.

Do the video chats automatically stop after 15 minutes?

No, they do not. So it is imperative you keep an eye on your time.

Do I need to download Zoom before my private meetings?

Yes, please. While individual zoom meetings will be hosted through the Pathable platform, you will need to have Zoom downloaded on your device beforehand.

How will I know when someone requests a meeting?

You will receive an email notification to the email address associated with your profile. You can manage these requests by clicking on 'Respond Now' in the email. This will open your event platform and allow you to manage this meeting request.

***PRO-TIP:** When you receive this Meeting Request Email, you can click on the individual requesting the meeting to open and view their individual profile.

****BONUS PRO-TIP:** You will also get notification inside the web platform. When are you logged into your account, look for the little bell in the top right corner.. If there is a number on top of it, you have messages!

I am super busy, will I get any meeting reminders?

You bet! You will receive an email notification 15 minutes before each meeting

I already get too many emails, can I turn them off?

Yup! When logged into your account, click on 'Edit my profile' under 'Account'. Then click on 'Preferences'. Just remember to regularly log into your profile to see if you have any meeting requests.

How can I see all my meetings?

When logged into your account, click on 'My Agenda' on the main navigation bar. There you will see a list of your entire schedule. Simply click on a meeting to open it up and manage.

How do I start/join a pre-scheduled meeting?

Simply log into your account, click on 'My Agenda' on the main navigation bar then click on the appropriate meeting. When it is time, simply click on the Join Meeting link. To learn more about the student requesting the meeting, click on their name to visit their profile.

Something we missed? Other questions? Suggestions? Just [email James!](#)