



McGill

CaPS

Career Planning Service  
Service de planification de carrière

**Login - <https://mcgill-caps-information-studies.eventus.io/>**

- ✓ Click on Student login and create your username and password

**CREATE YOUR PROFILE and test everything (Employers will be able to view what you have populated)**

- ✓ Fill in all required fields
- ✓ Update your resume
- ✓ Update your LinkedIn to add new connections

**TEST your video/microphone IN ADVANCE! Make sure you have configured permissions on your preferred web browser.**

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**From the main page click on Access The Fair**

Monday, March 29, 2021  
**Information Studies Career Fair**

Information Studies Career Fair 2021  
salon de l'emploi en sciences de l'information  
Monday, March 29 | Lundi 29 mars  
8:00 - 16:00 (GMT)

**ACCESS THE FAIR**

**VIRTUAL FAIR INFORMATION FOR STUDENTS**

**Description**

The Information Studies Career Fair, one of the biggest recruitment event for information professionals in the province of Quebec, is a networking event that regroups employers, professional associations, students and graduates in information science.

# View the list of organizations and upcoming chats

## Information Studies Career Fair

Logged in as Linda Cicuta in McGill Career Planning Service - Service de planification de carrière (CaPS)

Search Booths...

Filters

**BOOTH**  
**Ottawa Public Library**  
Click this card to learn more about this booth

**BOOTH**  
**Special Libraries A**  
Click this card to learn more about this booth

**BOOTH**  
**Archives des jésuit**  
Click this card to learn more about this booth

**BOOTH**  
**Art Libraries Societ**  
Click this card to learn more about this booth

**BOOTH**  
**BIBLIOPRESTO.CA**  
Click this card to learn more about this booth

**BOOTH**  
**Corporation des bil**  
Click this card to learn more about this booth

**BOOTH**  
**Deloitte**  
Click this card to learn more about this booth

**BOOTH**  
**Fédération des mili**  
Click this card to learn more about this booth

**BOOTH**  
**Jewish Public Libr**  
Click this card to learn more about this booth

**BOOTH**  
**KPMG**  
Click this card to learn more about this booth

**BOOTH**  
**Library of Parliame**  
Click this card to learn more about this booth

**BOOTH**  
**McGill CaPS**  
Click this card to learn more about this booth

**BOOTH**  
**Ordre des Fils d'Ita**  
Click this card to learn more about this booth

**BOOTH**  
**Université de Mont**  
Click this card to learn more about this booth

**BOOTH**  
**Ville de Montréal**  
Click this card to learn more about this booth

**BOOTH**  
**Ottawa Public Library**  
Learn more about this booth below.

**BOOK A SESSION**   **LEAVE RESUME**

**DESCRIPTION**

Website / Site Web - <https://bibliootawalibrary.ca/en/aboutopl>

Overview/Aperçu  
The Ottawa Public Library (OPL) is the largest bilingual (English/French) public library system in North America. The OPL extends public access to information and services through the library's 34 branches, physical and virtual (BiblioOttawaLibrary.ca), as well as two mobile libraries and a vending machine-style lending library service. Serving close to one million Ottawa residents, OPL's mission is to inspire learning, spark curiosity, and connect people. If it's out there, it's in here!


Degree Levels Recruited / Niveaux de diplômés recrutés  
Undergraduate (Bachelor) / Premier cycle (baccalauréat), Graduate (Masters/Doctorate) / D'études supérieures (maîtrise / doctorat)

Majors Recruited / Majors recrutés  
All Majors, Library & Information Studies

**MORE INFORMATION**

**Contact Email for Students**  
[corinne.dereland@bibliootawalibrary.ca](mailto:corinne.dereland@bibliootawalibrary.ca)

# Sign up for a group session and/or a 1:1 video chat



## Information Studies Career Fair

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[← GO BACK](#)

**GROUP SESSIONS**

Note: All times are in EST

**COFFEE WITH THE OTTAWA PUBLIC LIBRARY / CAFÉ AVEC LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**  
MAR 29, 10:30 - 11:30 AM (0/28)

**1-ON-1 SESSIONS**

Note: All times are in EST

**Mar 29, 2021**

09:00	09:15	09:30	09:45	10:00
10:15	10:30	10:45	11:00	11:15
11:30	11:45	01:00	01:15	01:30
01:45	02:00	02:15	02:30	02:45
03:00	03:15	03:30	03:45	04:00

## View the list of session you have booked from your homepage

Employers will be hosting their 1:1 sessions on the Eventus platform, or it will be an external link (Microsoft Teams, Cisco Webex etc). Click on the session and click on the link to enter the chat room

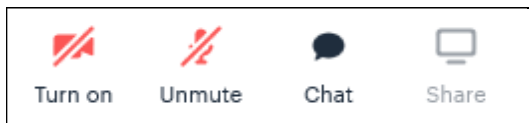
The screenshot shows the 'Information Studies Career Fair' homepage. At the top, it says 'Logged in as Linda Cicuta in McGill Career Planning Service - Service de planification de carrière (CaPS)'. Below the search bar, there is a grid of booth cards. The 'McGill CaPS' booth card is highlighted with a blue border. To the right, a detailed view of the McGill CaPS booth is shown, featuring a 'GO BACK' button, 'GROUP SESSIONS' section with a session titled 'CHAT WITH A CAPS REP' on 'Mar 29, 2021' at '08:00', and a '1-ON-1 SESSIONS' section.

The screenshot shows the booking confirmation page for McGill CaPS. It displays the title 'Your Booking with McGill CaPS' and the location 'https://zoom.us'. Below this, it specifies the 'Session Type: Group Session' and the 'Date/Time: 03/29 01:30 pm - 03/29 02:00 pm'. A message states: 'You have a reservation with McGill CaPS at the above time and location. Please be sure to show up at least 5 minutes early.' At the bottom, there are two buttons: 'CANCEL RESERVATION' (in red) and 'CONTACT EMPLOYER' (in white).

## Wait to be admitted by the university



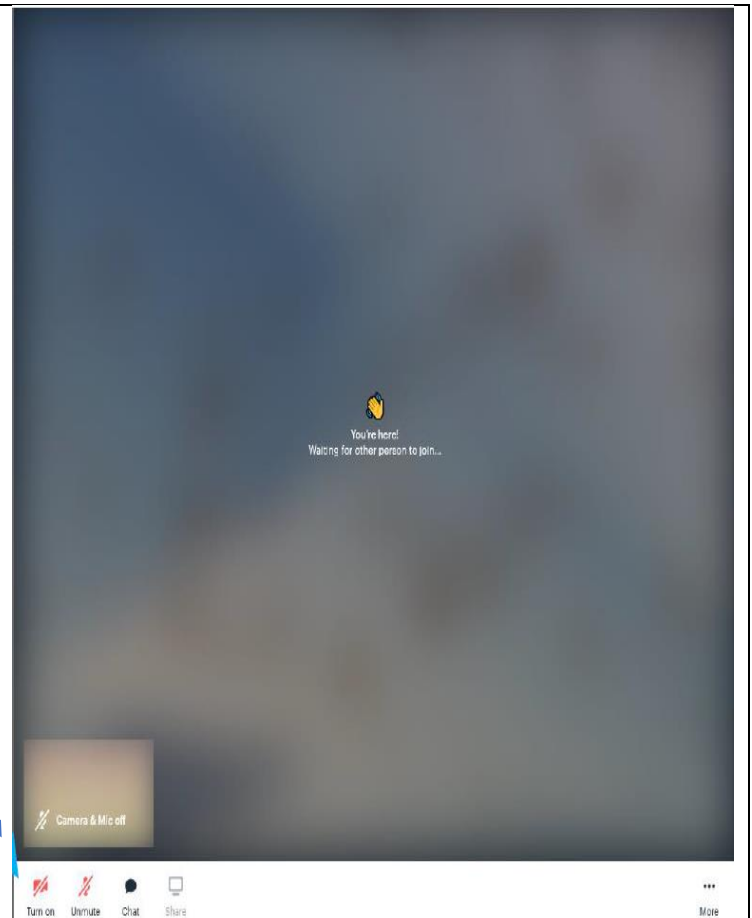
## Inside the video room for 1:1 chats with the university



Test your camera/mic before the day of event

To enable them, click to make sure both icons are BLACK. (RED means they are disabled)

Select the browser of preference that works with your computer! You may need to adjust your browser permission settings. (ex. Chrome, Firefox, Opera, Microsoft Edge)



## **Best practices for 1:1 and group sessions**

### Before

- ✓ Go in with the right mindset
- ✓ Preparation is key know your audience
- ✓ What is your purpose for the session? How will you be remembered?
- ✓ Dress for Success, Professional Environment/Online presence

### During

- ✓ We are all in this together
- ✓ Introduce yourself, name, degree, what you are studying
- ✓ It's a business conversation, ask good questions, be curious
- ✓ Be respectful of the 15 min time limit

### Closing/Exiting the Session

- ✓ Thank the recruiter
- ✓ If appropriate, inquire next steps

### Group sessions: Share the space!