

Hello,

We look forward to having your organization at the Fall 2021 Student Involvement Fair! This is the first of multiple emails that will include important announcements, instructions, and answers to questions. This email includes basic event information, instructions for accessing your virtual booth, and directions to where you can receive more support. It is important that you read this entire email and share this information with relevant org partners.

Important basic details: All participating organizations are, by default, provided both a virtual booth space as well as an in-person booth. The virtual booth is REQUIRED for all participating groups regardless of in-person participation. The virtual platform will open publicly on Monday, August 16 for students to browse opportunities and will remain open for engagement through October 31. The in-person fair is a single-day event held on the Oval and South Oval of campus on Sunday, August 22 from 4-7 p.m. Students will be encouraged to log into the virtual fair between August 16 - 22 to build a profile and receive suggested organization matches, which they can then find at the in-person event. Organizations are encouraged to fully participate in both components of the fair. While the online platform will remain open after August 22, it is encouraged, but not required, to periodically monitor your online booth. At any time, you can go to go.osu.edu/SIFOrgSupport to check for updates and additional instructions.

As of this email, your organization has been uploaded into the virtual fair platform and you now have access to edit your virtual booth as an officer in the system.

Log in using your OSU credentials and access your booth at osu.campusgroups.com.

- You must use “[@osu.edu](https://osu.edu)” NOT @buckeyemail.osu.edu

Mark Your Calendars for a CampusGroups Walk-Through!

There will be a **SIF Student Org Webinar on Thursday, August 5 from 6:30-7:30pm**. Our team will provide an instructional walk-through of the virtual platform, explain and answer questions about the in-person event and highlight tips for success in engaging the attendees at the Fair. **Register Now!** You may send the webinar invitation to any organization members who would benefit from the information. The webinar will be recorded and published.

Booth Editing

You need to set up and activate your booth by the end of the day on August 15, 2021. Even if your organization was present at a previous fair, you will need to create a new booth for fall. You will need to add more officers yourself and can follow the link for the instructions for accessing, editing, and previewing your booth to see how to do that.

[Review step-by-step instructions for accessing, editing, and previewing your booth.](#)

Make the Most of Your Booth

A valuable edit that you can make to your virtual booth is choosing tags that best represent your organization. You can find instructions on how to do this at go.osu.edu/SIFOrgSupport. Visitors at the virtual fair will be matched with your organization based on those tags.

In-Person Fair

Your organization may choose to opt-out of the in-person component of the fair. This means that you would only have a virtual booth. By default, all organizations are being given an in-person and virtual booth for the fair. You need to [fill out the opt-out form](#) to forfeit your in-person booth.

Contact Tracing at the In-Person Fair

In order to host an event of this size, we need to engage in a collective effort to prioritize health and safety at the Involvement Fair. To assist with university contact tracing efforts, all in-person organizations will be required to turn in the list of students who indicated interest by signing up for organization communication at the fair. It is up to you to determine how you will collect that information, but our team recommends consolidating the information into an Excel spreadsheet. The contact information of booth visitors you share will be kept confidential and will only be used to assist in contact tracing.

Fair Resources

Please visit our Org Support Page at go.osu.edu/SIFOrgSupport to find tutorials, customization suggestions, and general support. The step-by-step instructions referenced above are also featured as an attachment on the Org Support webpage.

Student Organization Care Package

With classes starting soon, your organization's operations will be too. The Involvement Fair is a great event that will allow your organization to start off strong this fall. Our team of Student Organization Success Coaches has developed a Student Organization Care Package that includes key information about resources and opportunities you can take advantage of, along with some proposed action items to support your organization's success. Access the Care Package at go.osu.edu/OrgCarePackage.

We're Here to Help

Our team is happy to connect with you leading up to the fair by email at SIFair@osu.edu. The fair's website, go.osu.edu/SIF, will be the central location for information and resources for the fair. The Org Support webpage is linked to the main SIF page and is where organization-specific information will be stored. We will be posting all major emails that are sent out to organizations to the Org Support page. Any individuals who don't receive our emails directly can navigate to the website to view those messages. If you'd like to set up a meeting to talk about your organization and help you prepare for the start of the semester, book an appointment with a Coach [here!](#)

At the moment, you have what you need to get started, but don't hesitate to reach out if we can help you in any way. We will be in touch soon with more details about the in-person fair such as table placement, check-in, and further instructions.

Best,
Grace, Yena, Julie, Brooke, and Jen
Student Involvement Fair Team, Student Organization Success Coaches

Remember to [sign up](#) for the SIF Webinar on Thursday, August 5 from 6:30-7:30pm!



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Pronouns: she/her/hers