GEM Summer Fair ONLINE

17-18 Feb 2022, 8 am – 8 pm

STUDENT USER GUIDE

Updated on 14 Feb 2022
Register for GEM Summer Fair


2. To register, click on the button or button. This will bring you to the registration form.

3. Fill in the form accordingly, and you should receive a confirmation email once you successfully register for GEM Summer Fair.

GEM Summer Fair Website

1. You can visit the GEM Summer Fair at: https://www.ntu.edu.sg/education/student-exchanges/gem-summerfair

2. About the GEM Summer Fair:
   i. The fair will be taking place on 17 and 18 February 2022, from 8am to 8pm (SGT).
   ii. You will be able to sign up for talks and to have a virtual meeting with participating universities via Microsoft Teams.

3. On the website, there are several tabs that you can visit. These tabs can be seen on the left-hand side of the page.
i. ‘GEM Summer Fair’ Home Page: displays some general information about the event. To go to the different regions, please click on the below tabs – they will bring you to the webpage where you can browse all the universities in the region. You may also explore the list by clicking on the ‘Participating Universities’ tab.

![GEM Summer Fair Home Page]

ii. ‘Participating Universities’ tab: this tab is further broken down into more tabs, as seen in below image.

![Participating Universities Tab]

Please note that this registration indicates your interest in attending the GEM Summer Virtual Fair and does not constitute registration to the individual Universities’ talks.

The GEM Summer Virtual Fair will be conducted using MS Teams and the links to the individual universities will be sent to you by email prior to the fair. You may also access the MS Teams for each of the universities by clicking on the ‘Visit Us At Our Virtual Booth’ section during the fair on 17 and 18 Feb 2022.

Universities’ Talks
To register for the information talk by the university, please go to ‘Participating Universities’ page and click on the ‘Register for Talk’ button found in the participating university’s introduction.

GEM Discoverer Application
To proceed with your GEMDiscoverer application to the university, please click on the ‘View Programme Brochure’ tab found in the participating university’s introduction.

Please note that not all partner universities are represented at the fair. For a full listing of GEMDiscoverer opportunities available in Summer 2022, please click here.
i. ‘Participating Universities’ tab: a schedule of talks is available for download here.

ii. ‘Americas’, ‘Asia’, ‘Europe’, and ‘Oceania’ tabs: Participating universities will be shown here, under their respective regions. Each segment will feature an introduction to the participating universities. You can click on ‘Programme Brochure’ to view more details about the programme offered by the university and submit an internal application to NTU. The ‘Visit us at our virtual booth!’ button will bring you to Microsoft Teams where you can further interact with the university, while the ‘Register for Talk!’ button will allow you to sign up for the University’s Information Talk.
iii. This view shows you the programme e-brochure of the university which resides on our application portal. You will be able to view the details of your summer programme and submit your application to GEM Discoverer.

iv. NTU Overseas Programmes': here, NTU Programme Offices such as NTU Career and Attachment Office, NTU Overseas Entrepreneurship
Programme and the NTU GEM Trailblazer Summer are shown.

v. ‘iSOS Info-Session: Travel Security & Safety’: this features our Appointed Travel Security Vendor – International SOS.

vi. ‘GEM Travel Raffle’ tab: displays information and instructions for an activity for the students.
GEM Travel Raffle

1. You can participate in the GEM Travel Raffle by completing 9 missions and stand a chance to win attractive prizes.

2. The 9 missions are as such:

3. To enter the GEM Travel Raffle, submit your entry through our Google Form Link which can be found on the website. Take note that some missions will require you to submit screenshots to verify your participation in the missions. You can attach your screenshots with the submission to the Google Form.

4. The contest will end on **25 February 2022 at 2359HRS**.

5. More information can be found under the ‘GEM Travel Raffle’ tab on the website.
Register for Universities’ Talks

1. To register for the information talk by the participating universities, please go to ‘Participating Universities’ page and click on the ‘Register for Talk!’ button found in the university’s introduction.

2. The ‘Register for Talk!’ button will bring you to the registration form. Fill out the form and you will receive a confirmation email after you have successfully submitted your registration.
Getting started on Microsoft Teams

1. Ensure that you have MS Teams installed on your device, and launch the app. Alternatively, you can also use the web version, which can be found at https://www.microsoft.com/en-sg/microsoft-teams/log-in

2. Log into MS Teams using your NTU email account.

3. To view the MS Teams of each participating university, go to the ‘Participating Universities’ tab on the GEM Summer Fair website. Find the university that you are looking for and click on the ‘Visit us at our virtual booth!’ button. This will bring you to the MS Teams setup for each university.
4. Once you are in the university’s Team, you should be able to see the following three tabs at the top of the page

- **Posts**: Here, you are able to send messages to the university’s representatives and speak with them to have your queries answered.

- **Files**: You can view promotional materials and other files from the university. You can also download them for future reference.

- **Whiteboard**: You can view the information provided by the university here. The whiteboard is titled as the university’s name.
5. The participating universities will be online on MS Teams during these time on 17 and 18 February 2022:
   
i. Americas: 8am to 11am (SGT)
   ii. Asia & Oceania: 10am to 3pm (SGT)
   iii. Europe: 3pm to 8pm (SGT)

Starting a Conversation on Microsoft Teams

1. At the ‘Posts’ tab, you will be able to send messages to the university’s representative and view the replies from them.

2. You can ask your questions by clicking on icon at the bottom of the screen.

3. Due to data privacy, please do not share your personal particulars or sensitive information in the chat.

Requesting for Private Conversation or Meeting with the University

1. If you would like to have a one-to-one or one-to-many chat or video call with the university’s representative, you may set up a meeting with them by sending a request message in the “Posts’ tab in the ‘General’ channel.

2. The university’s representative will meet you at the private consultation group, and you may proceed to have your chat or video call in the room with them.

Viewing Files on Microsoft Teams

1. The participating universities will upload their promotional materials onto their MS Teams.

2. To view the materials, proceed to their MS Teams.
3. Click on the ‘files’ tab to view the materials and download them if you wish to keep a copy.

Viewing the Whiteboard on Microsoft Teams

1. The universities have decorated their whiteboards to provide you with more information at a glance.

2. To view the Whiteboard, proceed to the university’s Teams.

3. At the top of the screen, you would see a tab titled as the university’s name. Click on that to view the whiteboard.
Let’s get the conversation started

Try @mentioning a student or teacher to begin sharing ideas.