Preparing for Virtual Open days
A student's guide

What we will cover:
1. Setting up for an Online Open Day
2. What to expect
3. How do I get more information after the event is over?

Any questions? Drop us an email at outreach@bishopg.ac.uk or call us on: 01522 583658

We know a virtual open day can't really compare to one on-campus **BUT**...it still provides a great opportunity to learn more about the **university**, **the courses** in more detail, and you have access to **talk to course leaders** and **students** at your fingertips!

BUT...there are some benefits to having an open day online...

1. You get to 'explore' the university from the comfort of your own home. Nobody can see what you look like – you could wear pyjamas for all we care!

2. You can nip in and out of the virtual event as much as you please – only stay for the talks that you're interested in!

3. There's no travelling involved – no long car or train journeys makes it far more convenient

Where do I start?

Make sure you have **downloaded the right app/software** for the open day. This could be Zoom, UniBuddy, YouTube or another system. It's worth trying this out beforehand with your friends or family to see how the format works

Sign up to a university open day online. The university should then send you an email confirmation with a link inviting you to the event online
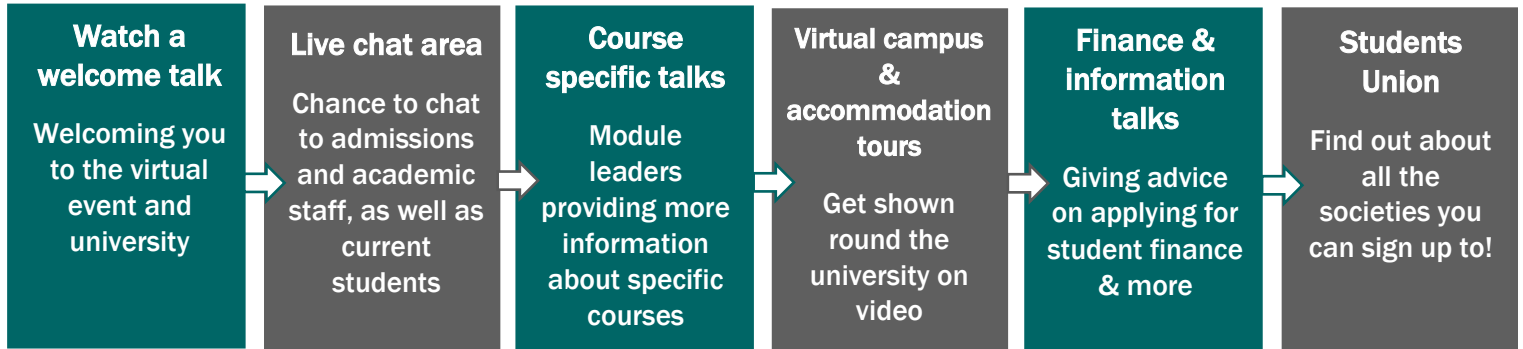
On the day of the event you may get an calendar alert reminding you of the start time. Make sure you are **logged on in time** for the welcome talks. And you should be all set!

What's the layout for online open days?

All universities are different, but most will have a schedule similar to this one:

Watch a welcome talk	Live chat area	Course specific talks	Virtual campus & accommodation tours	Finance & information talks	Students Union
Welcoming you to the virtual event and university	Chance to chat to admissions and academic staff, as well as current students	Module leaders providing more information about specific courses	Get shown round the university on video	Giving advice on applying for student finance & more	Find out about all the societies you can sign up to!

Prepare questions!

Asking questions is easy – there's usually an option to type a question during a video/talk and the presenter has the option to answer live or in a written format (either during or after the presentation is over). Often universities will leave time at the end of workshops specially for Q&A sessions.

It's a good idea to **prepare some questions in advance** (especially if you have any burning questions) and also do some research in advance. Remember, no question is stupid, so don't be afraid to ask anything (as long as it's university related!)

Keep an eye on the time!

Time is limited during virtual events and you may find that you weren't able to ask all the questions you wanted to (or you may have thought of additional questions since the event).

So, it's important to take down the **contact details** of the academic staff that you have a question for

If you do have any questions after the event is over, it's always a good idea to start your email off letting them know you attended the online event and have questions following this.

Take notes

It might seem like a really obvious thing to point out, but you'll forget things if you don't write them down

Looking back at your notes will help when you are making a decision about what university to apply to.

It's likely you'll forget things such as grade requirements, course modules and other important information that could play a big part in what university you decide to apply for!

* Taking relevant notes is really important – they're great to look back on when you start applying to universities through UCAS *

Talk to current students!

You can **talk to a variety of different students** – ones that are still studying, or ones that have graduated and in employment

See how they find the **courses and lecturers!**

There's usually the option to talk these students on open days, but you can also contact them using **UniBuddy** anytime

Student voice is really important

Students give **honest feedback** and can you a different prospective than academic and university staff are able to

You're all set!

- Don't be afraid to ask questions – engage with staff and students
- Be prepared with questions beforehand
- Take notes of anything important
- This is YOUR opportunity to find out about the university and the course – take advantage of it!