

# STUDENT USER GUIDE

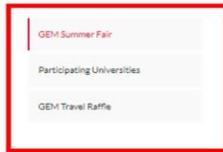
Updated on 14 Feb 2022

## Register for GEM Summer Fair

1. To register for GEM Fair, visit <https://www.ntu.edu.sg/education/student-exchanges/gem-summerfair>.
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.



## GEM Summer Fair



Registration opens on 4 Feb 2022

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" button 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 Talks' button found in the participating university's introduction.

**GEM Discoverer Application**  
To proceed with your GEM Discoverer application to the university, please click on the 'View Programme Brochure' link found in the participating university's introduction.

Please note that not all partner universities are represented at the fair. For a full listing of GEM Discoverer opportunities available in Summer 2022, please click [here](#).

- 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.



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

Participating Universities

Participating Universities

Americas

Asia

Europe

Oceania

Info Sessions: NTU Overseas Programmes

ISOS Info-Session: Travel Security & Safety



**GEM Summer Fair**  
**ONLINE**

17-18 Feb 2022, 8 am – 8 pm

GEM Summer Virtual Fair

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!' button 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. Registration is now open!

- 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.



## Aarhus University

Location: Denmark, Aarhus

Information Talk 17 February 2022 | 4:00 - 4:30pm

Aarhus – Denmark's second largest city – is a dynamic university town with numerous cultural experiences to offer. The city is located on the waterfront and you are never far from beautiful beaches or tranquil forests. At AU's summer programme, you will be able to take up to 2 courses from a large variety of courses within the fields of Arts, Business and Economics, Business Communication, Political Science and Law, Health, Science and Technology.

To view more details about the summer programme and submit an internal application

View [Programme Brochure](#) at GEM Mobility Portal.

To visit the university on Microsoft Teams to chat or video call with the university's representative

Visit us at our virtual booth!

Register for Talk!

To register 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.

### GEM Discoverer Summer Studies: Aarhus University

Programme Overview Coursework Housing Financials Others

#### Begin GEM Discoverer Application

#### Programme Details

Programme Type	Exchange (Short-term)
Minimum CGPA	2.0/5.0

#### Aarhus University

Denmark is not only rated as one of the happiest countries in the world, it also has the lowest crime rate – making it one of the safest places to live. Find out more about Denmark from [here](#).

Aarhus – Denmark's second largest city – is a dynamic university town with numerous cultural experiences to offer. Everything in Aarhus is within biking distance. Aarhus has many nature experiences to offer as well. The city is located on the waterfront and you are never far from beautiful beaches or tranquil forests. In the summer, the sandy beaches near the city centre are perfect for enjoying the sun and taking a swim in the sea.

##### About Aarhus University & the Programme

The study environment at the university is concentrated around an attractive campus in the centre of the city of Aarhus. At AU's summer programme, you will be able to take up to 2 courses from a large variety of courses within the fields of Arts, Business and Economics, Business Communication, Political Science and Law, Health, Science and Technology.

For more details, [click here](#).

- 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.



#### NTU Career and Attachment Office

Information Talk 17 February 2022 | 11:00 - 11:30am

Overseas internships offer opportunities for students to widen your perspectives of the working world. It enhances your employability and career mobility worldwide upon graduation and prepares you to compete locally and internationally.

NTU collaborates with industry and/or university partners around the world to offer you the unique learning experience of gaining real life overseas working experience under professional guidance as part of your undergraduate programmes. Internship placements range from globally recognised MNCs, Singapore enterprises abroad, well established foreign corporations, to innovative start-ups and research labs all over the world.

Visit Us!

Register for Talk!

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



#### International SOS

Information Talk 18 February 2022 | 11:00 - 11:30am

International SOS saves lives, protecting organisations and their people from health and security threats of today and tomorrow. Our innovative technology and medical and security expertise focus on prevention, offering real-time insights and on-the-ground support. In the event of a critical incident, we deliver unrivalled emergency assistance.

Visit Us!

Register for Talk!

- 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.

Participating Universities

- Americas
- Asia
- Europe
- Oceania
- Info Sessions: NTU Overseas Programmes
- ISOS Info-Session: Travel Security & Safety

## Participating Universities



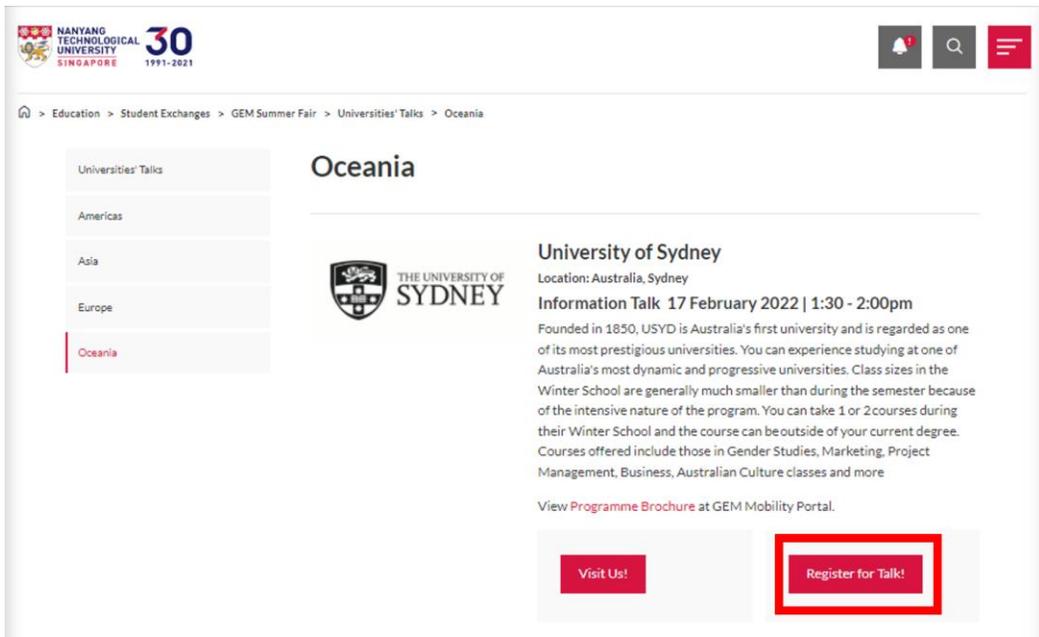
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**ONLINE**  
17-18 Feb 2022, 8 am – 8 pm

GEM Summer Virtual Fair

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!' button 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. Registration is now open!



NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE 1911-2021

Education > Student Exchanges > GEM Summer Fair > Universities' Talks > Oceania

- Universities' Talks
- Americas
- Asia
- Europe
- Oceania

## Oceania

### University of Sydney

Location: Australia, Sydney

**Information Talk 17 February 2022 | 1:30 - 2:00pm**

Founded in 1850, USYD is Australia's first university and is regarded as one of its most prestigious universities. You can experience studying at one of Australia's most dynamic and progressive universities. Class sizes in the Winter School are generally much smaller than during the semester because of the intensive nature of the program. You can take 1 or 2 courses during their Winter School and the course can be outside of your current degree. Courses offered include those in Gender Studies, Marketing, Project Management, Business, Australian Culture classes and more

View Programme Brochure at GEM Mobility Portal.

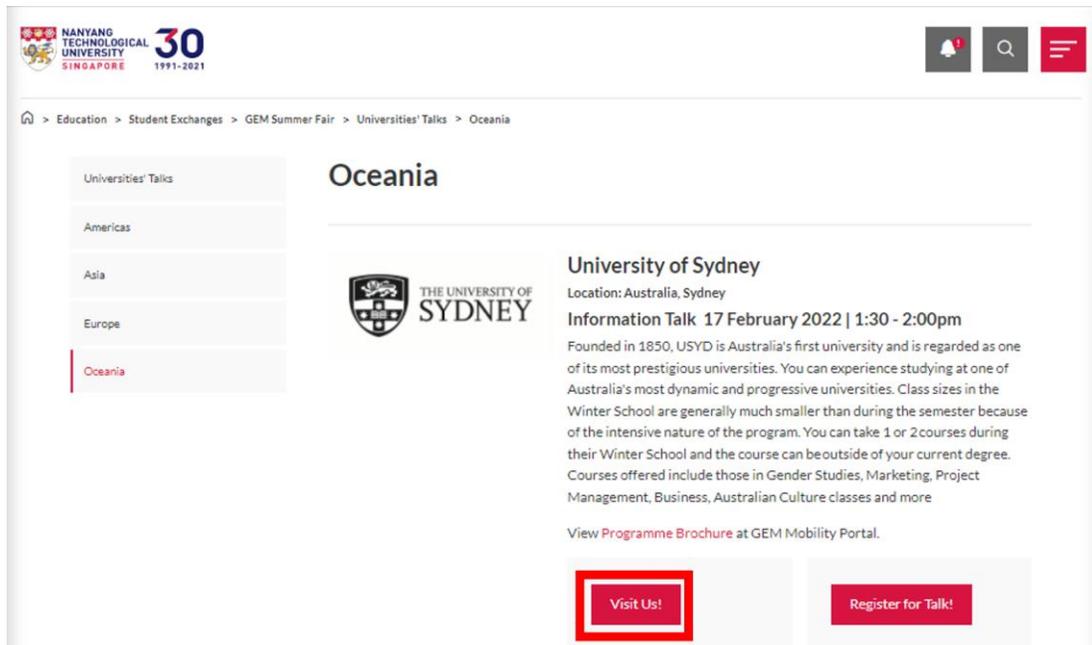
Visit Us! Register for Talk!

## Getting started on Microsoft Teams

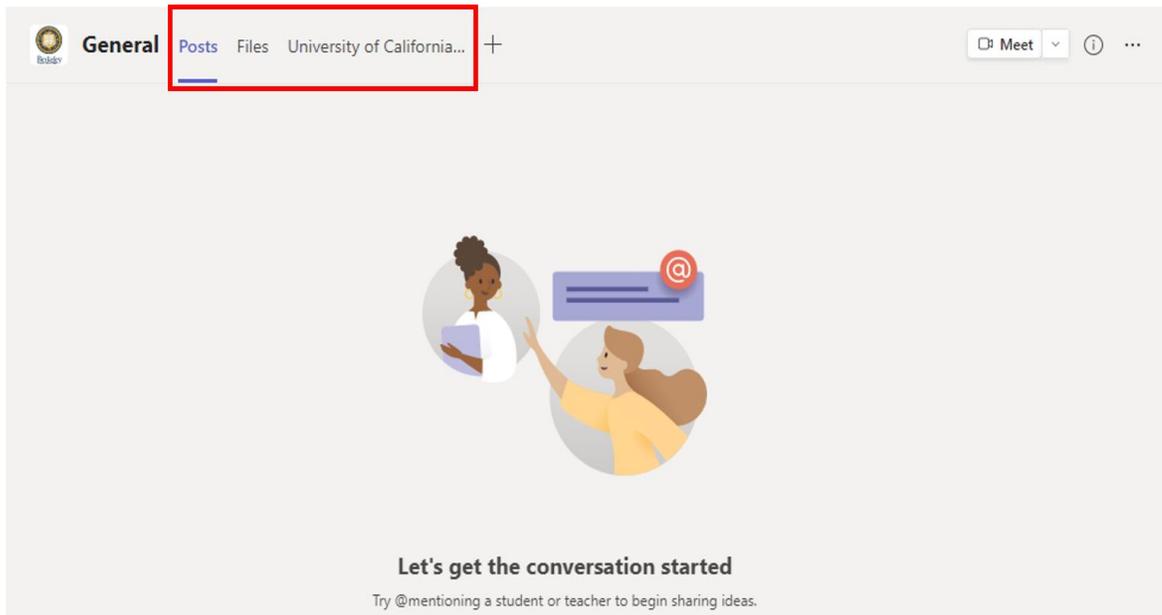
1. Ensure that you have MS Teams installed on your device, and launch the app. Alternatively, you can also use the web version, which can be found at <https://www.microsoft.com/en-sg/microsoft-teams/log-in>
2. Log into MS Teams using your NTU email account.
3. To view the MS Teams of each participating 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.



The screenshot displays the 'Participating Universities' section of the GEM Summer Fair website. On the left, a navigation menu is highlighted with a red box, listing categories: Americas, Asia, Europe, Oceania, Info Sessions: NTU Overseas Programmes, and ISOS Info-Session: Travel Security & Safety. The main content area features a banner for the 'GEM Summer Fair ONLINE' event, scheduled for 17-18 Feb 2022, from 8 am to 8 pm. The banner includes an illustration of three people and a globe. Below the banner, the text reads: 'GEM Summer Virtual Fair. 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!' button 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. Registration is now open!'



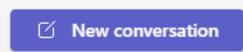
4. Once you are in the university's Team, you should be able to see the following three tabs at the top of the page



- a. **Posts:** Here, you are able to send messages to the university's representatives and speak with them to have your queries answered.
- b. **Files:** You can view promotional materials and other files from the university. You can also download them for future reference.
- c. **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.

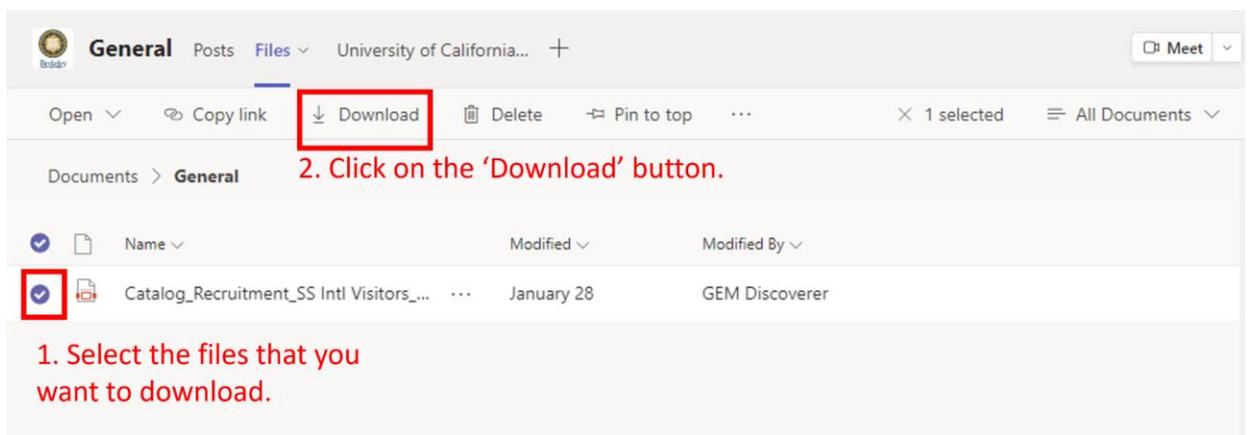
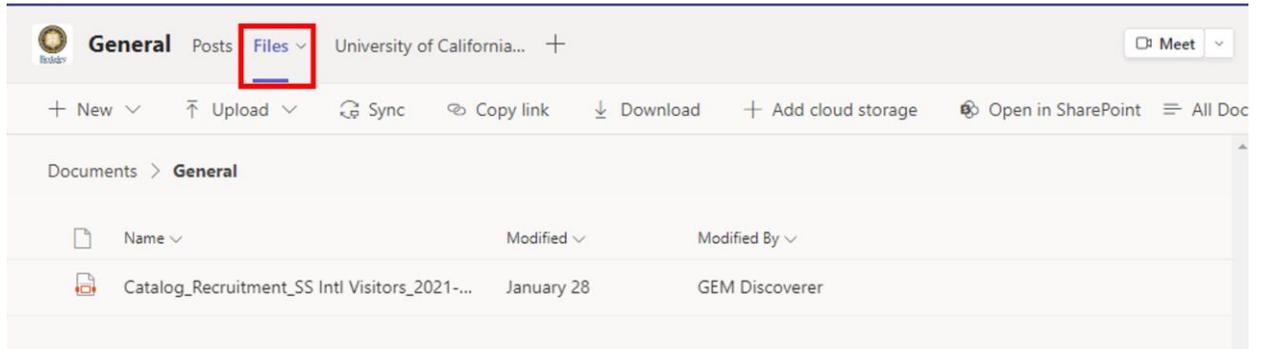
## Requesting for Private Conversation or Meeting with the University

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.



General

Posts

Files

University of California...



Meet



**Let's get the conversation started**

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