

# VIRTUAL EVENTS WITH BRAZEN

Brazen is an internet based chat software that seeks to humanize engagement by making personal interaction efficient and scalable. It provides a great venue to chat with WPI staff, alumni, and employers of interest who may be unable to attend in-person events held on campus. Through virtual events held in Brazen, you will have the opportunity to chat one-on-one in “booths.” Chats will typically last for 7-10 minutes depending on the event’s settings and the length of the lines.

## How it Works:

### Step 1: Register

**Create an account**, complete the registration form, and review any instructional videos. Be sure to set up your account and register for events using your WPI email, not LinkedIn. This allows the Career Development Center (CDC) to easily verify your information when approving participants. Please add your LinkedIn URL when registering for events so that others will be able to check out your profile. You will also be able to upload your resume as part of the registration process.

### Step 2: Explore

Research participating organizations and opportunities. Just like an in-person fair, , networking night, panel, or other event it is important to know who the company/ person is.

For virtual career fairs, you can find out what employers will be attending fair by logging in to Handshake, selecting “Search Fairs” from the menu, and selecting the appropriate career fair. You can also log into your brazen account before hand and take a look at the companies that have already registered. Sometimes companies post more detail on Brazen about job postings than on Handshake. Be sure to click on your company of interest and research all openings

Just like an in person career fair, consider applying for positions prior to the event, to show your interest and awareness of their opportunities.

### Step 3: Attend

Log in and join the chat from any device. While you can use your smartphone, tablet, or computer to log in and chat, the CDC recommends using a device with a physical keyboard for your own ease of use.

## How to Navigate the Lobby and Chatting:

You can see all of the booths and wait times from the lobby. In order to chat with a particular booth representative, you will need to enter the booth and click on the green “Chat” button. You can get in line to chat with multiple representatives. It is important to enter into official chats rather than just using the comment box within a booth—official chats are the only way that your conversation will be logged for both parties. This is important, as both the booth representatives and you will have access to these logged chats for follow up and future reference.

Because there is a set amount of time that you can chat, it is a good practice to have certain information like your elevator pitch and any specific questions that you want to ask typed up in advance. This way you can simply copy and paste your elevator pitch into a chat when you begin, saving valuable time.

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If you need to step away from your device at any time, you can change your status to “Away” in the lobby. This will save your place in line, but will not open up any new chats until you switch your status back to “Available.”

Once your chat has ended, be sure to rate the chat and write up some notes for yourself. This information is private and will not be seen by the booth representatives. Once you have completed your notes, simply hit the “Save and Continue” button. Later, you can log back in, check out your notes, and even see a transcript of conversations you had. You can also view the booth representative’s profile for contact information. This will be very helpful as you write thank you notes to all of the representatives that you chatted with during the event.

As mentioned above, you will only have a transcript if you clicked on the “Chat” button within a booth. You will not be able to see transcripts from any interactions in the open comment box within the booths.

For more information, check out this helpful [video](#).

We also recommend that you check out our [Career Fairs tipsheet](#) for more information on how to prep for a career fair.

### Career Development Center

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