

Brazen Quick Guide for Students

Northwestern STEM Career Fair 2021

Thursday, January 28 ~ 12:30 pm - 4:00 pm CST

Get Started:

1) Test Accessibility of Your Device with Brazen

- Please [test your video/audio before the event](#).
- Google Chrome is Brazen's preferred browser because it updates automatically. Have a backup browser ready to go and make sure you are running the most up to date version.
- Ensure your camera is enabled on your browser so that you can video chat with employers.
- Disable your pop-up blocker so that the video is not blocked.
- Close all other apps: You should not have other streaming services connected (music, other video apps such as Zoom, Microsoft Teams, Google Hangouts, etc.)
- Minimal, if any, other tabs open to reserve your internet bandwidth and computer capabilities for this event.
- Utilize headphones if you have them.

2) Before Attending the Event

- Take a virtual tour of [what to expect inside a Brazen event](#) and [joining video/audio chats](#) to be prepared. Chats will be timed at 10 minute intervals, so conversations will go by quickly.
- Prepare your physical space. Ensure your location is well-lit and free of distractions. Putting a lamp in front of you will brighten your face.
- Note that Brazen does not support virtual backgrounds.
- Research participating employers you are interested in speaking to and create a target list. When you visit each booth, make sure you check each tab for additional information.

3). Managing Your Chats

When you enter the event, your chat availability is automatically set to “available” when the event begins. However, in order to accept chats, you must still get in line in a specific booth of your choice. You may toggle your status to “Away” at any time during the event to stop receiving chats from any booths you may be in line for.

- You will hear an audible “ping” notification when it is your turn to chat with a representative and will be automatically taken to the chat screen. Note: Please make sure to respond to the chat invitation promptly, as the chat will time out if the invitation is not accepted in a timely manner.
- You will chat directly with a representative while on this page. You may be asked to enable video/audio, so please be ready to be on video.
- The chat time limit is 10 minutes, and a timer will count down on the screen. Once the 10 minutes are over, the chat will automatically end unless the employer extends the conversation time. Note: It is important to keep an eye on your chat connectivity and the time left in your conversation. Bad connectivity could affect your ability to chat.
- If you need to step away, change your status to away so you do not miss any chat invitations.
- If a booth has multiple reps, you will not be able to choose a rep to talk to because you are automatically assigned to the rep who is available next. You can drop a note in the booth if you would like to reach out to a specific rep.
- You will be taken to a chat conclusion page when your conversation has ended. This is optional. Click the “Finish” button to return to the Event Lobby.

If you have any questions or concerns about the event, please contact Northwestern Engineering Career Development at ecd@northwestern.edu.