****

**KyCPA Virtual Meet the Firms**

**Participant Tips**

**During the event**

**NEED TECHNICAL SUPPORT?**

**For technical support:** Contact Brazen support at support@brazen.com

**Attending the event**

**Step 1: Click to enter the event using this** [**link**](https://app.brazenconnect.com/a/kentucky-society-of-cpas/e/GjkAp)

Once you are registered and complete the Event Registration form, go to the event landing page, click the "Enter Event" icon located at the center of the page. You will then be taken to the event.

**Step 2: Log in to your account & enter the live event**

You will see a welcome window where you can click through some slides of how online events are run, and at the end you’ll see a button labeled "Enter Event.” This will bring you to the lobby

**Participating in the event**

**Step 3: Scan the Event Lobby for booths you want to chat in**

In the Event Lobby you will see a number of booths labeled with the organizations who are staffing those booths. Scan through them and decide which booths you want to visit.

***Note: You can get in line to chat in multiple booths during the event. Just repeat steps 3-4 below for each booth you are interested in.***

**Step 4: Manage 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.

There are two ways to get in line to start chatting in a booth:

1. Manage your chats icon 2. Entering individual booths and clicking the green chat button

***Note: If you are in line for chats and you set your status to "Away," your place in line will be held for you.*Step 5: Enter a booth**

Click the "Enter" button on a booth you are interested in, and you will be taken to that booth’s screen. **Step 4: Click to chat**

Click the green "Chat" button at the upper right to indicate you are interested in chatting with a representative staffing this booth.

**Note:** Some booths will require you to specify an opportunity of interest and answer questions before entering the chat line.

When you are all done with the questions from the booth staff (if required by the booth owners), you will be taken back to the booth, you are now ‘in-line to chat.’

You will see that the button in the upper right-hand corner is now red and says "Cancel." You can always click that red "Cancel" button if you wish to give up your place in line to chat in this booth.

**Step 6: Start chatting**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.

***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.***

**Step 7: Rate and take notes**

You will be taken to a chat conclusion page when your conversation has ended. This page will allow you to rate your chat and take notes about the representative or anything that was discussed. When you are done, click the "Continue with Event" button to return to the Event Lobby.

**After the Event**

You can access your chat history for at least 6 months by clicking "History" in the upper right-hand corner of your screen from the lobby. To access the lobby after the event, enter the event just as you would if it were live.

***Note: It's important to add notes and rate your chat, especially if you participate in more than one conversation.***

**Navigating the Virtual Career Fair – Helpful Tips:**

1. **Do your research!** - We will send a list of participating employers, specifying internships, full time employment, or both.

2. **Prepare for the fair** – Ensure that your most recent resume is uploaded to your profile and prep your responses in advance to common interview questions and save in a Word document that will be easy to cut and paste into your chat. Such as “tell me about yourself” or “why are you interested in working for our company?”

3. **Maximize your time** – Chats are timed at 10-minute intervals! Spend time in advance, researching the companies, and preparing so you can best allocate your time with each company.

4. **Multitask for Success** – Get in multiple lines at once to be connected with whoever is next available. It is in your best interest to chat with as many recruiters as possible. Depending on your settings, you can chat with two recruiters simultaneously! While you wait in line, make the most of your time by exploring the content provided in the booth.

5. **Make this First Step Count** - Remember that these chats are not full interviews. They are the first step in an important process to learn more about what a company is looking for and discover if it meshes with your needs. Be sure to ask about the factors that are most important to you!