

Booth Owner Checklist

- Add notifications@brazen.com to your contacts list.
 - o To receive important e-mails about your booth.
- Review Event Timeline
 - o 10 days prior- Access booth https://app.brazenconnect.com/cc
 - 48 hours prior Booth must have <u>required</u> content and reps. Booths not in compliance are subject to removal without notice.
 - o 5 min after event start Representative logged into booth
- Booth Owner Information
 - o Your First Steps as a Booth Owner
- Add Content and minimum 3 representatives to your booth.
 - o Booth Requirements (examples below)-
 - 50% or more of chats initiated should be invited to use audio/video.
 - Booth Preview: Company Graphic, 1-2 sentences describing company mission and work regions.
 - Booth Home: Careers Link, Remote work availability Yes/No/Arearestricted, List of states or regions (if more than 10 states), international?
 - Booth Opportunities: List of company business areas or functional areas, 3 links to sample job listings
 - Representatives: 3 or more must be added to the booth in advance. The booth must be staffed with at least 3 reps for the duration of event. Reps should be logged in no more than 5 minutes late. Unattended booths will be hidden or removed at our staff's discretion and report access restricted.
- Prepare Your Team
 - o Share this PDF: Representative Quick Start Guide
 - o Search and invite registrants
 - o Rep handoff
- Post-Event Follow Up
 - o <u>Download resumes and reports</u> (up to 90 days post-event)
 - Contact actionable candidates
 - Share offers and success stories with <u>Hiring Our Heroes</u>

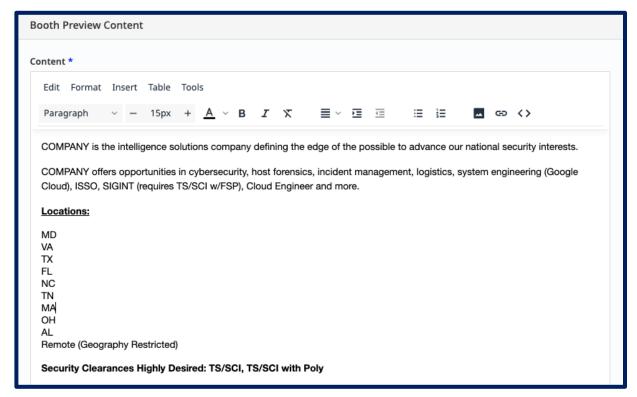
^{*}After your booth is set up, the virtual event team can copy it over to future events that you attend*

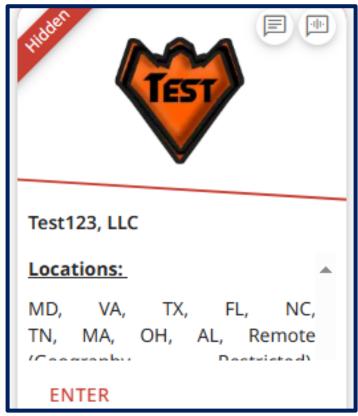


Booth Content Requirements

Please follow the required format below to help candidates navigate events more efficiently.

Booth Preview Content: This is what job seekers will see from the lobby. Company Graphic, 1-2 sentences describing company mission, career areas, and locations/regions.

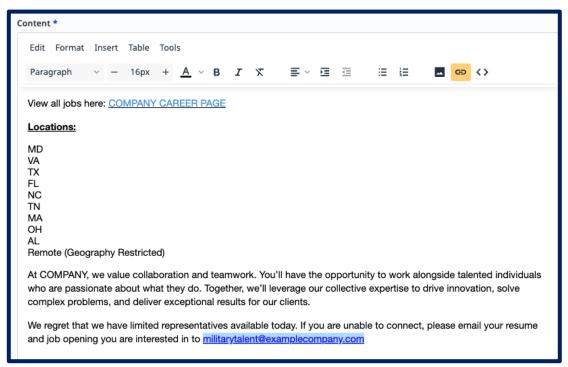


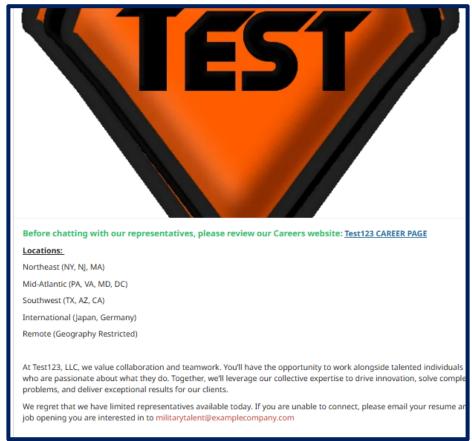




Booth Content Requirements

Booth Home Tab: After job seekers enter your booth, they will use this tab to find out more information about your company. Minimum requirements: main careers link, remote work availability {Yes/No/Area-restricted}, and list of states or regions (if more than 10 states) or international.







Booth Content Requirements

Opportunities Tab: This tab should have your company career page linked, a list of company business areas or functional areas, 3 links to sample job listings.

