**This may be your first Networking event-**

Knowing what to do will help you with your level of confidence.

Be sure to register for your meeting as soon as you get the first email. Once you register you will get an email 3 days prior to the meeting and 1 day prior to the meeting. If you do not register you will get more emails reminding you.

1. Choose appropriate business attire and bring cards and something to take notes on.
2. Be early- most of our meetings offer a do it yourself food ordering process. Give yourself time to order your meal and sit down before the meeting start time.
3. Say hello to everyone in the room who has arrived before you. Make eye contact when you speak to someone.
4. Turn off your telephones sound.

NOW THE REP WILL CALL THE MEETING TO ORDER

1. All of the chapter meetings have the same agenda.
2. Prepare for a 30 to 60 second commercial. See the training page for detailed information. Basically in 30 to 60 seconds tell your members why you love what you do and who you have helped most recently. (practice this) change it up and keep working on it.
3. Each year you will get to do a 10 or 20 minute presentation about your business. This is an opportunity to share in depth information about your company. Also it is a chance to get out of your comfort zone. Your members are friendly and will support you so just try it and laugh when you make a mistake. It is ok and you will get better with practice. We all do.
4. Next is a 20 minute personal training and a 20 minute business training. These are usually interactive. Remember we only have 20 minutes for each piece.

Listen to the Chapter Rep and if you would like to speak; raise your hand and let her call on you.

**Be concise, intentional and sincere.** Conversations at networking events should be brief, positive and meaningful. Make sure your answer to, “So, what do you do?” is succinct, clearly understood and void of industry jargon and acronyms. Do not wear out your welcome by monopolizing the conversation or the other person’s time.  Avoid complaining or being negative in any form. And only if you find a potential business match should you exchange contact information. Business card exchanges should not be automatic .  (Michelle Powell)

Always be respectful of your chapter members and they should do the same for you.

Remember we are looking for opportunities to bring business to our chapter members and the members of other chapters**. We earn business connections.**

At the end of the meeting there may be time to network with your fellow members. Use this time wisely.

**Know your purpose.** Start by asking yourself a few questions. Why are you attending this event and what do you hope to gain? Do you have a specific goal for the type or number of people you plan to meet? How can this networking meeting help you in your business or career**? It is important to remember that the primary purpose of networking should be to build relationships first and business sales second. Having this mindset will help you come across as helpful, friendly and resourceful rather than the pushy sales guy.** (Michelle Powell)

**Always follow up** with a contact that you enjoyed spending time with. Most business is lost by missing this step.