



**NALMCO**<sup>®</sup>

THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953

# NETWORKING EVENT GUIDE

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# EQUIPMENT NEEDED

- Business cards (at least 100)
- One-on-one appointment cards
  - Received at registration.
  - More available at event.
  - Associates not exhibiting pick a spot at the tables in International Ballroom and let your appointments know where you will be.

**MONDAY OCT 09**

 **NALMCO**  
INTERNATIONAL ASSOCIATION OF LIGHTING MANAGER COMPANIES

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_

**ONE-ON-ONE APPOINTMENTS**

	NAME	COMPANY	PHONE #
2:00 P.M.	_____	_____	_____
2:10 P.M.	_____	_____	_____
2:20 P.M.	_____	_____	_____
2:30 P.M.	_____	_____	_____
2:40 P.M.	_____	_____	_____
2:50 P.M.	_____	_____	_____
3:00 P.M.	_____	_____	_____
3:10 P.M.	_____	_____	_____
3:20 P.M.	_____	_____	_____

**TUESDAY OCT 10**

 **NALMCO**  
INTERNATIONAL ASSOCIATION OF LIGHTING MANAGER COMPANIES

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_

**ONE-ON-ONE APPOINTMENTS**

	NAME	COMPANY	PHONE #
9:40 A.M.	_____	_____	_____
9:50 A.M.	_____	_____	_____
10:00 A.M.	_____	_____	_____
10:10 A.M.	_____	_____	_____
10:20 A.M.	_____	_____	_____
10:30 A.M.	_____	_____	_____
10:40 A.M.	_____	_____	_____
10:50 A.M.	_____	_____	_____
11:00 A.M.	_____	_____	_____



# Beginning, Middle and End

- National Ballroom
- 9:45 a.m. sharp start time.
- 12:30 p.m. sharp end time.
- Two (2) minute rotation.
- Must rotate at two (2) minutes music mark
- There are no breaks. Work with your team on break rotations.

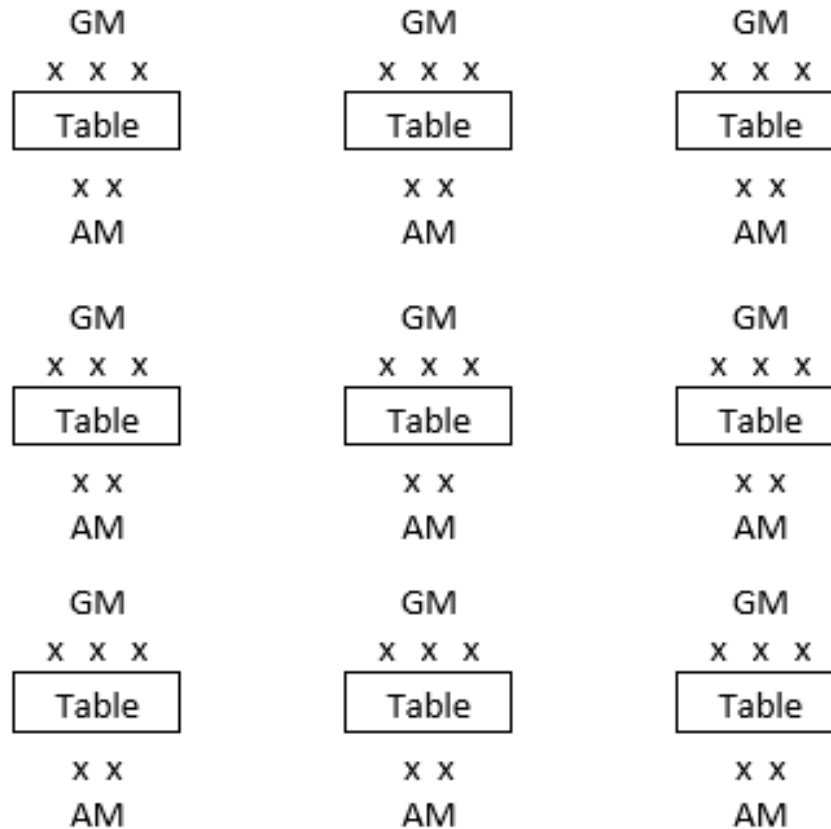


# Find Table

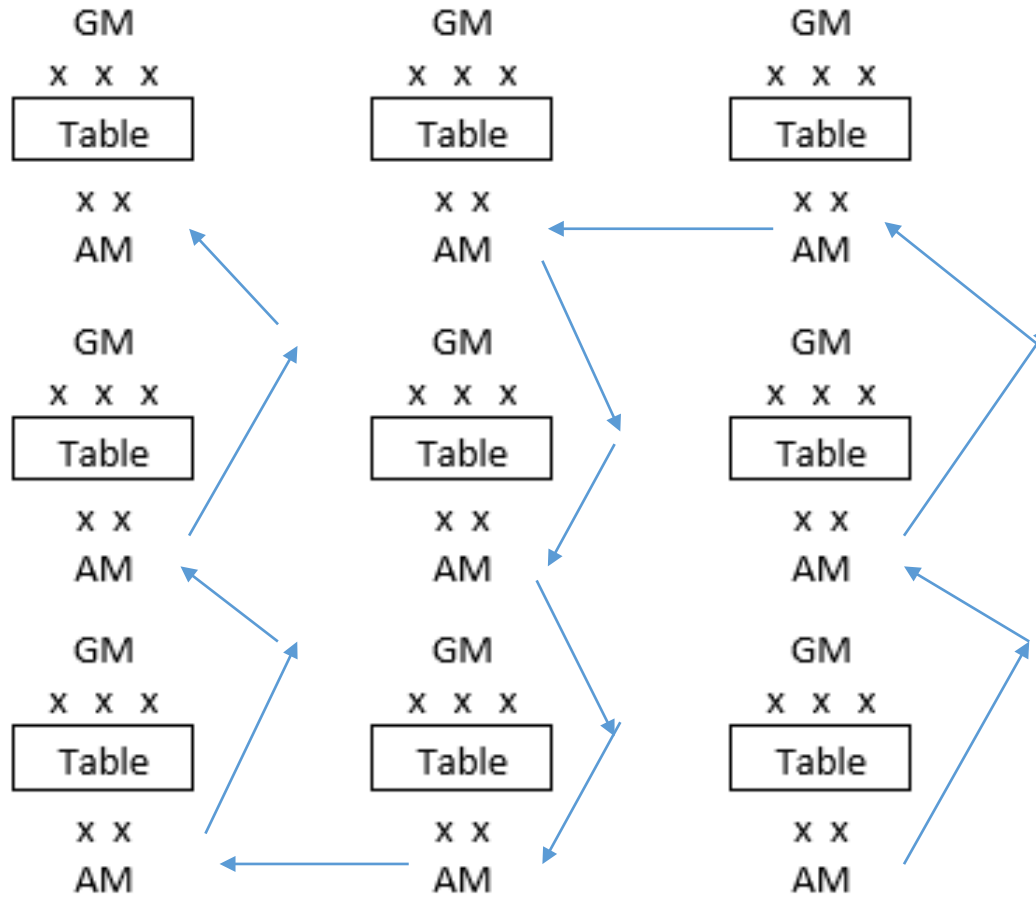
- General Members – Look for table with your name tent.
  - In alpha order
  - Sit on the side of the table with three chairs
  - You stay at your table
- Associate Members Exhibiting – Look for table with your booth number.
  - In numeric order
  - Sit on the side of the table with two chairs
  - You rotate
- Associate Members Not Exhibiting – **You will rotate with the exhibitors.** Look for table with your company name.
  - Sit on the side of the table with two chairs
  - You rotate



# General Members Stay at Tables



# Associate Members Rotate



# Two (2) Minutes

## THE EVENT IS TIMED

- You have two minutes to talk before the next rotation.
- Music signals to rotate.
- If you need more time, use your One-on-One appointment cards and schedule an appointment.
- Associates not exhibiting, choose a place to meet in the International Ballroom and let your appointments know where to go.

Time goes quickly! Make your One-on-One appointments as soon as you know there is interest.



# Yes, you have to end your conversation and rotate

- General members – take charge
  - When the music starts stand up, shake hands and say “thank you”.
- Associate members – move to the next table.
- Make One-on-One appointments in the first 90 seconds. When the music starts, it is not time to make a One-on-One appointment.

When the music starts,  
it is time to move.





# STAY IN ORDER

- Associates, stay in numerical order when you move.
  - If you don't move
    - You won't get to meet everyone
    - You'll delay the associates following you – don't be rude!
- Make One-on-One appointments in the first 90 seconds.
- Move when the music starts.
- Don't skip empty tables.



# Key Points

- Bring your business cards and One-on-One appointment cards.
- Start time: 9:45 a.m. sharp.
- End time: 12:30 p.m. sharp.
- Two (2) minute rotation and music signal.
- GMs sit, AMs rotate.
- There are no breaks. Work with your team on break rotations.
- Make One-on-One appointments in the first 90 seconds.
- Rotate when the music starts – don't be rude.
- Stay in numeric order.
- Don't skip empty tables. Stay there until the music starts.
- Have fun!

