Networking Event Guide
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 General Session area and let your appointments know where you will be.
- WRITE YOUR NAME ON IT!
Beginning, Middle and End

- Minnetonka Ballroom
- 9:45 a.m. sharp start time.
- 12:30 p.m. sharp end time.
- Two (2) minute rotation.
- Must rotate at two (2) minute 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 by booth number
  • 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

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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 General Session area 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. (Nonmembers, yes, you can join the fun!)
• 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!