

Be confident! Smile!

Before you go

1. Business cards and resume and pen
2. Prepare your pitch
3. Make a goal
4. Professional attire
5. Research venue, hosts, attendees

Event Logistics

1. Timing:
 - a. Arrive early – make an impression, less people may let you make a more memorable impression
 - b. A few minutes late – Let the room fill up before you get there, lots of people to meet
 - c. Late – it happens. Work what you can, stay calm
2. Hang up your coat, extra bags, if possible.
3. To drink or not to drink? It's up to you. I personally prefer drinks that are harder to spill and easier to carry (like beer or a water bottle). Just don't get drunk.
4. To eat or not to eat? Keep it neat, and remember you still have to shake hands and exchange business cards. It's a balancing act.
5. Keep your business cards and resume easily accessible.
6. Seating: Feel free to start talking to people around you when appropriate.

Meeting People at Events

1. "Fake it till you make it" – it's scary for most people
2. Topic ideas:
 - a. I need some advice/I want to learn more about...
 - b. How can I help you?
 - c. What groups/networks/affiliations we may share
 - d. Your personal or professional goal/purpose/mission ...
 - e. What are your areas of expertise and interests?
3. Alone? Go up to someone else who is also standing by themselves.
4. Your idol? Don't panic, this is why you prepared. Give them your pitch and make sure to give a way to follow up.
5. Stuck? Thank the person for their time, offer to follow up. If desperate, make an "another drink" excuse.
6. Show how you can be valuable to them, too.
7. Ask a thoughtful question to a speaker or a panel. People will notice and it may start some conversations.
8. It's great to bring a friend along, but make sure to meet new people as well.
9. Make sure to mark up business cards and send out follow up emails by the next morning.

Coffee/Lunch Opportunities

1. Arrive early, keep it to the agreed upon time (30 min., etc.)
2. Be strategic:
 - a. Research the person you are meeting.
 - b. Come prepared with questions and an "ask".
 - c. Know how you can be helpful to them.

3. Make your order easy for the waiter. Something you can eat neatly. If you are indecisive, check out the menu in advance.
4. Relax, be yourself.
5. Send a thank you email or note for their time.
6. Check in, to maintain the relationship.