



AIPN 2020 IPS Speed Networking Event Information
5:15 – 7:00 p.m. Tuesday, September 1 | Royal Ballroom, Mandarin Oriental Hotel

The Speed Networking Event will begin promptly at 5:30 pm on Tuesday, September 1. In an effort to streamline the onsite registration process for participants, the event will be limited to 80 participants (including 8 student participants) and will be on a **first come, first serve basis with no pre-registration required**. Below is some helpful information about the event for your review.

Timeline:

5:15 – 5:30 pm – Onsite registration at the Royal Ballroom, Mandarin Oriental Hotel
5:30 – 5:45 pm – Announcements/Instructions
5:45 – 6:40 pm – Ten, one-on-one, five-minute information exchanges
6:40 pm – Closing announcements/attendees begin making their way to IPS Welcome Reception
7:00 pm – IPS Welcome Reception begins at Sala Rim Naam

To ensure a successful event, it is very important that you arrive and register before 5:30 pm so that we may stay on time for the evening. No one else will be allowed to participate after check-in ends at 5:30 pm, or if the event hits capacity, whichever comes first.

Preparation for the Event:

1. It's very important to be well prepared and goal-oriented during a speed networking event. There is very little time for small talk, like in a normal networking situation, so we recommend setting goals and outcomes that will allow you to deliver the message you want to communicate. Practice a short statement that includes your name, professional title, company and job responsibilities, as well as what you wish to communicate.
2. Make sure you have a supply of business cards with you to hand out.
3. Bring a pen to make notes on the back of each business card, or bring a notepad with you.

What to Expect:

When you check-in, AIPN staff will assign you a position - a row and a color - which is where you will begin. Promptly at 5:30 pm, we will ask everyone to take their assigned positions. The moderator will make a few announcements and give further instructions, before the structured networking time begins. During this time, you will meet with a fellow attendee for five-minutes. You will be notified at the half-way mark, as well as 30 seconds before your 5-minute time limit is up. After five minutes is up, there will be a 30 second window for participants to rotate before the next round begins. Half of the participants will remain at the same table for the duration of the event, while the other half will move to a neighboring table within their row each round. There will be ten rounds total.

During each round, you should introduce yourself, mentioning where you are located, what your professional title is and what your main job responsibilities are, etc. At the halfway point of each round, it's then the second individual's turn to speak. Be aware of the time so the second person's time doesn't

get cut short. To help you manage your time, during each 5-minute round, you will be alerted at the half-way point and 30 seconds before the round ends.

We are looking forward to seeing you at this event! Should you have any questions, please contact chelsea@aipn.org.