

30 TIPS FOR NETWORKING AT A CONFERENCE

1. Start networking before you get to the conference.
2. Email the speakers to let them know that you look forward to hearing their talks.
3. Don't be afraid to go up and introduce yourself to the speakers at the event.
4. Follow up with an email to the presenter thanking them for their time and asking a meaningful question to help build your relationship.
5. Put your business cards in your carry-on luggage.
6. Review the conference program in detail before you get there.
7. If you've attended this conference before, look at the business cards that you have received in the past and remember people's names.
8. If you see someone in the hotel elevator wearing the same conference tag, start a conversation with them.
9. Step out of your comfort zone.
10. Try to stay off your phone during breaks and instead use that time to meet people.
11. Make a great first impression with a professional, put-together outfit.
12. Arrive early to the conference to maximize your opportunities to meet people.
13. Determine why you're different from everyone else and market your unique abilities.
14. Don't sell or brag.

-2-



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15. Find common ground with others at the conference.
16. Don't offer a business card for the sake of offering a business card.
17. Make introductions to widen your circle of contacts.
18. Make everyone a part of the conversation.
19. Avoid "yes" or "no" questions – instead, ask open questions that require a more lengthy and personal response.
20. Don't be intrusive or talk about your personal problems.
21. Have a firm, confident handshake.
22. Visit the conference website before you go to get a sense of the event schedule and opportunities to connect with potential networking contacts.
23. Update your resume or CV before you head to the conference.
24. Make sure to attend the opening session, as that's where you can meet the most people at one time.
25. Attend workshop sessions of interest to your particular field.
26. Blog or tweet about the fact that you're going to the conference before you go.
27. Set up any important appointments in advance with people you definitely want to meet with.
28. Talk to the people sitting next to you, don't just sit in silence.
29. Blog about what you learned from the conference afterwards.
30. Take the time to meet the exhibitors, learn about their products or services and connect for future opportunities.



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