Networking Event Agenda

Arrivals & Mingling

- Participants arrive in the room.

- Allow them to naturally gather in groups of 2-20 people, depending on your host's Room Settings for best speaking and listening capability within. The default group size is 10.

Welcome

- Host greets the room. Make a toast or start a presentation to speak to the entire room.

- Go over the key features for new users. Use arrow keys to move around freely and refer to the mini map to see a view of the entire room.

Activity 1

- Host chooses and leads the room in a networking activity.

- We recommend Introductory Questions or Discovery Conversations.

Activity 2

- Host chooses and leads the room in another networking activity.

- We recommend Desktop Show and Tell.

Announcement

- Host addresses participants, encouraging further networking.

Mingling

- Participants can freely move around the room, continue conversations, and establish deeper connections.

- You can send contact information (phone numbers, email addresses, and links to LinkedIn profiles) via the chat.

Farewell & Departures

- Host gives closing message and has option to close the room or leave it open for further mingling.

Introductory Questions

How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.

- Once the groups have formed, the host will provide the room with questions to help everyone get to know each other. They can read them aloud while giving a toast, and put them in the chat box.

- Here are some examples of introductory questions:

  -Where were you born?   -What organization are you a part of?
  -Where do you live?   -What is your department/role??
  -Did you go to college?   -Where is your favorite place to travel?
  -Do you play an instrument?   -Do you speak a second language?

- Give the room 5-7 minutes to answer the questions within their small groups.

- Provide new questions for the same groups to answer, or instruct the groups to shuffle so that everyone is speaking with some new people and use the same questions.

- Repeat as many times as you would like and feel free to allow the groups to spend more time answering the questions.

- Allow some time at the end for anyone to continue conversations that were started during the introductory questions.

End

Scoot

Discovery Conversations

How it Works

- Host will assist the room in dividing up into pairs. To get started, count the participants in the room and assign each a sequential number. EX: 1, 2, 3, and so on. If there is an odd number of participants, then the host can participate in the exercise to make the number even.

- Turn on the Compass. Have all of the odd numbers form a circle around the room starting with number 1 at point N on the compass.

- Once the odd numbers are in position, instruct all of the even numbers to pair up with an odd number at a point on the circle. Keep some distance between each pair for best speaking and listening capability.

- Host will use the Start a Conversation feature to prompt discussion. Choose from one of the existing ice breakers or create your own talking point. Each pair will converse for 2-3 minutes. Then close the conversation.

- Instruct the even numbers to rotate clockwise until everyone is paired up with a new person. Odd numbers will remain in place.

- Start another conversation by choosing or creating an ice breaker.

- Repeat this process until the even numbers have completed a full circle around the room and had conversations with each odd number.

End

Desktop Show and Tell

How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.

- Have everyone choose an object from their desktop (or nearby) to share with their small group. Ideally, these objects should be something that represents a part of each person's life or something interesting about them! Some examples are photographs, medals, or certificates.

- Each person will spend 1-2 minutes introducing their item and explaining its significance. Afterward, they will spend another 2-3 minutes answering questions about the item from their other group members.

- After everyone has shared, you can mix up the groups and play another round of Desktop Show and Tell by sharing a new item (or the same item) with different people.

Suggestions

- Make sure everyone's cameras are enabled for this activity.

Scoot