



## **Getting the most from Business Network SW events**

To make your experience an enjoyable and rewarding one what follows is the format for the event and some tips that I trust you will find useful.

When you arrive at the venue the event will be displayed as The Business Network; there will be a welcome board indicating where the seminar is and where the lunch will be held.

Dress code for the event is business attire – some people will wear a suit with tie, some a suit with no tie, some attend wearing their company logo on their shirt – you can wear what you feel most comfortable in - [there are photo's here of Business Network events where you can see what people are wearing.](#)

**10.00am - 11.45am. Business Seminar - always rewarding.**

***Coffee from 10am and seminar starts at 10.30am***

**For just the networking lunch**

From 11.45am

Welcome and Registration

Your badge has a number for the table where you will sit for lunch. New visitors to The Business Network are highlighted in green and this break the ice.

You will be given a copy of the table seating plan - this is in Company Alphabetical order and shows the decision makers attending and which table they will be seated for the lunch.

From 11.45am until 12.30pm there is an informal free range networking session, you have a choice of wine, fruit juice or water. You will be introduced to other members during this time.

12.30 lunch is called and at your table there will be a table host who will guide you through the next part of the lunch.

During the lunch each decision maker at your table will have 3 minutes to explain to the others the benefits that you and your organisation can offer; the type of business that you are looking for and also how other businesses can help you. Be memorable so that other people will be able to remember and refer.

### ***HOW TO MAKE THE MOST OF YOUR 3 MINUTE PRESENTATION***

- Introduce yourself and your company/organisation
- Outline what you do - the benefits that you bring to your customers/clients
- What type of customers/clients are you looking to build relationships with?
- How could the people around the table help you or your customers/contacts? What are you looking to purchase, what challenges do you have (also think about this from

the perspective of your clients)

- Can you refer the people around the table to others that you know?

*"You can everything in life you want, if you will just help other people get what they want"* - Zig Ziglar

1.30 – 1.40 your opportunity to go and talk to someone else in the room (the seating plan will help you locate them), continue your conversation or start a new one with someone else on your table.

1.40 - 1.50 Speaker from a Member company.

2.00 Closing comments and event finishes.

Feel free to continue your conversations, make appointments and use the venue facilities.

### Networking Tips

On the day of the event contact me on 07886 443021 and I will get back to you as soon as possible.

If for any reason you cannot attend then please be aware of the cancellation policy –

If you cannot attend the event then is there another decision maker who can come in your place? If not then 48 hours notice is required to cancel your place and obtain a refund.

Less than 48 hours notice and there is no refund. Events must be paid in advance

	<b>Lunch/event cost</b>	The Castle/ Mount Somerset ,Taunton
<b>Members</b>	£27.50 inc VAT	£31.00 Inc VAT
<b>Visitors</b>	£32.50 inc VAT	£35.00 Inc VAT

Feel free to contact me if you need any more information

Have a great day

Best regards



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