



## Speed Networking Information

The Speed Networking Event will begin promptly at 5:30 p.m. on Tuesday, June 2. To streamline the onsite registration process, the event will be limited to 64 participants and will be on a **first-come, first-served basis with no pre-registration required**. Below is some helpful information about the event.

### \*Timeline:

5:00 – 5:30 pm	Registration
5:30 – 5:45 pm	Announcements/Instructions
5:45 – 6:25 pm	Eight, one-on-one, five-minute information exchanges
6:30 pm	Closing announcements & start of Speed Networking cocktail reception
7:00 pm	IES Welcome Reception

*\* Timing subject to change*

**To ensure a successful event, it is very important that you arrive and register before 5:30 p.m. No one else will be allowed to participate after check-in ends at 5:30 p.m., 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. We recommend you practice a short statement on 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, AIEN staff will assign you a position - a row and a color - which is where you will begin. Promptly at 5:30 p.m., 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 halfway 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 eight rounds in 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 halfway point and 30 seconds before the round ends.

The event will conclude with a short cocktail reception, allowing time for open, unstructured networking. You can use this time to speak with those you did not have a chance to speak with or to seek out those who you would like to continue the conversation with.

We are looking forward to seeing you at this event! Should you have any questions, please contact [Kristin@aien.org](mailto:Kristin@aien.org)