

BETTER BUSINESS NETWORKS – MEETING FORMAT GUIDE

The BBN meetings are intended to be fun and relaxed with good opportunities to network your business and get to know one another. We are gathering for business though and are professional around respecting member's time and commitment.

Example of a lunch meeting timing which is similar for breakfast meetings:

12.00 to 12.30pm – arrive, meet & greet, order food and beverages, read meeting info (on the networking table) & put a small number of business cards on the networking table (please no brochures or flyers without organizing it with the BBN agent for that meeting prior to the day). Make time to get in some pre-networking and 1 on 1 connections. Being early and ready to start the meeting reflects your professionalism. Choose a seat next to someone you don't know on one side and your guest on the other.

Special Note! There are no constraints around when you come and when you leave but please let the BBN agent know even if it is on the day. If you are arriving or leaving outside the meeting times please do it without interrupting the meeting.

Arriving late? Please ring and order your food and beverage earlier before coming. Please wait over to the side till the chairperson / BBN agent sees you and seats you.

Leaving early? Please sit where you can get out without disruption. Be packed and ready to go, having said your goodbyes and taken your business cards with you.

12.30 to 12.40pm – Have your food and beverage ordered, and be seated in time for the welcome, intro. & format by the Chairperson/BBN agent.

12.40 to 12.55pm - ice-breaking and 30sec. introductions by each member, then if time allows there will be some table talking time.

1pm to 1.30pm - lunch is served and eaten, table talk, connecting.

1.30 to 1.55pm – Speaker introduced and then presents.
(it is preferred you don't arrive or leave during this time)

1.55 to 2.10pm - BBN official thank you, round up, BBN News,

2.10 to 2.30pm - networking, coffee, pack-up

Homework: Please refer your business associates and friends to the e-news sign up on the website. Please go to the website and fill out the "meetings improvement form" and make notes around how to improve your own effectiveness at the next meeting. Be sure to read about our **full membership and BBN agents license opportunities**.

Intention:

BETTER BUSINESS NETWORKS meetings are great for prospecting and introducing like minded people into our business family. Although there are good opportunities to network in general and socialize casually, we are meeting for business and encourage everyone to respect the timing and integrity of the meetings.

There is structure but plenty of room for fun. There is to be that aspect of creating an environment of light interaction and good quality getting to know each other time. My initial motivation was to let people get to know us and build on the strength of that, to eventually without pressure, introduce them to our business opportunities. This is now known as the 'Soft Marketing System' (SMS) and has been effectively used by Halcyon Services / Consultancy since 1988.

Please take the time to read the "MEETING PRACTICES GUIDE" and browse the website