



Tips For Networking At An Event

1. When entering a room full of strangers, don't panic. Stop and take a breath while you look for someone standing alone. Go up and introduce yourself. You've just done something nice for that person.
2. If you're in a group of people and someone is hovering outside the circle, be the first person to invite them into the group. Get their name and make the introductions. Do this quickly. Research shows that people are very uncomfortable after 28 seconds of standing outside a group.
3. If you want to enter a conversation, wait for a break in the conversation, then say "I am sorry to interrupt, but I wanted to quickly introduce myself."
4. There are tactics for exiting a conversation. Try expressing an interest in continuing to mingle; set up a time to call or meet in the future; excuse yourself shortly after another person has joined the conversation; suggest you both go get a drink and meet some new people in line; say "It's been great talking to you and I look forward to seeing you again" or "I'd like to continue this conversation, may I call you or can we meet for coffee next week?"
5. If possible, travel in pairs. That gives you a sense of support and security.
6. If your networking partner doesn't introduce you to someone immediately, it's your cue that she can't remember the person's name. Step forward, extend your hand, introduce yourself, and get the person's name. Now, you've made a contact and helped out your partner.
7. After 8 to 10 minutes, excuse yourself and move on, if you want to maximize the opportunity.
8. Someone may want to monopolize your time at an event. To get "unstuck," politely take that person over to a new group. The wider circle of conversation allows you to graciously excuse yourself and the person to broaden his/her circle.
9. Bring your digital camera to events. Take photos during social times and then e-mail the photos to those you meet. Send this as a small file. Your contact can always request a higher resolution.