



Orientation Committee

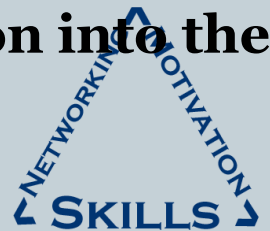


**TIPS/NOTES FROM MEETING
AUGUST 18, 2009**

Most Important Things to Remember



- **Arrive no later than 8:15 to set up---new people will arrive that early**
 - Orientation is the “first impression” of LPNet—need to represent the values, purpose, objectives by example
 - Invite “late comers” to review slides on website as “makeup”
 - Finish on time at 8:55 to migrate to the general meeting
 - Be friendly-express empathy for where members may be in their current state
 - Encourage engagement with others (networking and committees)
 - Give examples including an elevator speech (introduction?)
 - **Consider bringing the table for new member registration into the room; so people can't slide by**
 - **Also, back-up person to greet people at the front door**
- And bring them to the room until the presentation begins**



Tools to Use in the Presentation



- Jump drive with latest presentation
- Clicker and USB plug-in, **plus AAA battery for backup**
- Way to view the time from the presentation-staying on track (watch or cell phone)
- Handouts:
 - Elevator speech template
 - Linked-In Coaching Sheet
- Pens and paper for people who are not prepared
- Business cards to hand out, if you desire
- Copy of the presentation to speak to from the front of the room
- Black Sharpie for writing function on the badge



Tips from Those Who Have Done It



- Decide where you want to work from the front of the room
- Introduce yourself to others when they arrive
- Look for stragglers before you begin
- Confirm that they must have an email that is legible on the clipboard
- Best performance will be 2nd or 3rd presentation unless you are diligent
- Do qualitative interviewing-know your audience
- Prepare new members for what to expect next time

