



Virtual Ladies Lunch Club Agenda

Firstly, we would like to say thank you for the support during this difficult time. We are happy to hear you would like to join us despite everything that is happening at this current time. We are excited to be able to try virtual networking providing you with the opportunity to connect and interact – keeping our minds open and occupied!

Below is the agenda for our virtual networking event – if you have any questions please do get in touch!

What you'll need

- A downloaded version of zoom
- Headphones with a microphone are recommended
- A notebook and pen are also recommended

The process and how to prepare for the meeting

The duration of the meeting will go on for 40-minutes so it is beneficial to think and prepare something you wish to say.

- A 60 second pitch of your business and job role
- Your main client base and prospects
- What a typical working day in your job role entails
- Any advice, tips or news in your industry
- How can we help?

Agenda

An introduction from the host, followed by a 5-10-minute talk from the sponsor. Additionally, any questions for the sponsor.

We will then offer a 1-minute introduction to each attendee, providing the chance to explain a bit about your business and job role.

Following this we will share contact info for all in the meeting for you to follow up.

Finally, time allowing we will have time for one or 2 questions to ask the group.

Our asks -

- As group speaking on zoom can cause interference and can be difficult, we ask you to respect when others are speaking and keep within the time frame allocated. (you may want to mute yourself when not talking)
- For any questions you wish to ask – you can either raise your hand or type it in the chat box to ensure you are not speaking over others.
- We recommend you set the view to gallery to ensure you can see everyone in the window.
- If you need to leave the room for specific reasons such as re-filling your drink or bathroom breaks, then feel free to do so.
- The kids (if you have them) will probably be in the background – that's ok, don't stress about it – just remember the mute...