



**FOUR WAYS TO MAKE SURE  
EVERY MEMBER FEELS  
INCLUDED AT YOUR EVENTS**







# THE KEY TO A SUCCESSFUL NETWORK

Should not be contingent on whether someone is extroverted or introverted; it should rest squarely on the shoulders of the event's organizers.

- Tom Kreiglstein







**FOUR CRUCIAL STEPS**

**EVERY LEADER  
SHOULD TAKE**

**TO CREATE A**

**POSITIVE  
NETWORKING  
EXPERIENCE**

1. Introduce Yourself
2. Introduce People To Each Other
3. Form Small, Relevant Groups
4. Get Out Of The Way



## Introduce Yourself:

Designate a Door Greeter

Door Greeters serve as the first point of social connection for newcomers

Their friendly demeanor and genuine interest go a long way in breaking the ice and making new attendees feel at ease.

# THE IMPORTANCE OF INTRODUCTIONS

## Introduce People To Each Other:

Engross your members in conversation

It's your responsibility to bridge the gaps

If you notice someone standing alone or appearing hesitant, take the initiative to introduce them to others.





## **Forming Small, Relevant Groups:**

Find a shared interest among those being introduced.

Don't randomly connect people.

Match members up based on a common interest.

Help members engage in lively discussions about their mutual interests.



**“Stop being the gatekeepers of engagement and start being the facilitators.”**

**- Tom Kreiglstein**

## **Get Out Of The Way:**

Step aside if you lack knowledge or interest in the topic being discussed.

Allow attendees the space to cultivate their connections and engage in meaningful conversations.

Stepping back is about more than just letting others connect independently.

As a leader, you have a room full of people to interact with, so keep yourself from a single group.



# A SUCCESSFUL EVENT



A successful event is one where every attendee feels part of a broader community.

Success should not hinge on extroversion or introversion.

Success is about creating an environment where everyone can thrive.