



PRESENTED BY



2021 VIRTUAL NETWORKING GUIDE



CONFERENCES FOR
WOMEN

THINGS TO DO

The 2021 National Workplace Summit takes place at a time when many are transitioning to the “next normal.” Whether we are working remotely, in-person, or a hybrid of the two, building a strong network has never been more important. That’s why we designed opportunities for you to connect with other changemakers throughout the day. These networking opportunities include:

@ 12:00PM ET — HOW TO NETWORK VIRTUALLY

Pre-Summit Networking presentation with Cate Luzio. Informative mini session on how to maximize networking in a virtual environment.

@ 12:15PM ET — FACILITATED NETWORKING DISCUSSIONS

Led by a facilitator, these group discussions focus on topics YOU asked for.

@ 4:10PM ET — MENTOR SESSIONS

Exclusive 15-minute live video chat with CFW board members. A unique opportunity for 1:1 mentoring.

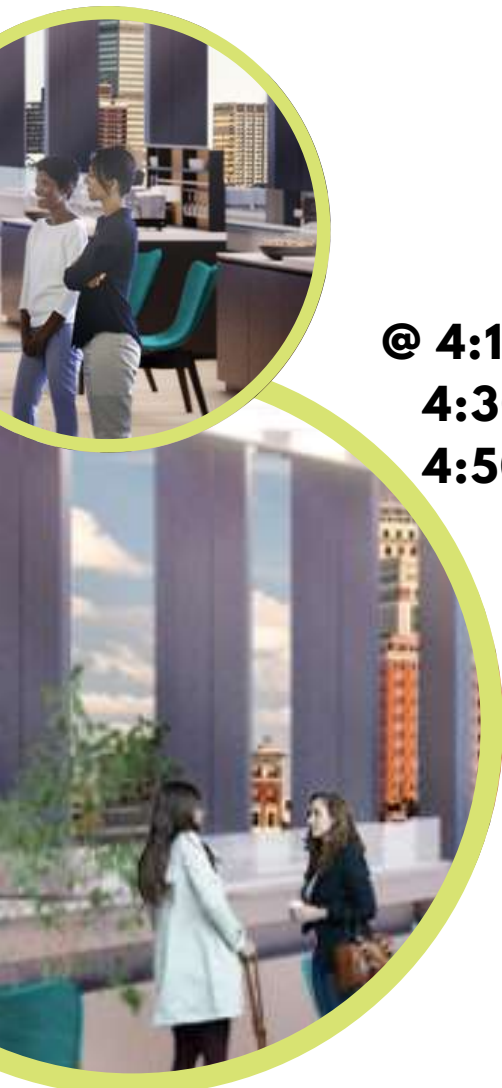
PUBLIC SESSION CHATS

An opportunity to share comments and ask questions during breakout sessions.

PRIVATE 1:1 AND GROUP MESSAGING

Your place to “meet up” with other attendees throughout the conference.

ANYTIME!





5/6 @ 12PM EST

HOW TO NETWORK VIRTUALLY

Pre-Summit Mini Session

CATE LUZIO

Cate Luzio spent two decades in financial services leading global multibillion-dollar businesses before founding Luminary, a global career and personal growth platform and collaboration hub for women.

- Join us in the networking lounge before the Facilitated Networking Sessions. -

TOP TIPS FOR NETWORKING VIRTUALLY

1 RE-FRAME "NETWORKING"
Try not to let it feel overwhelming - instead, think of networking as a way to create conversations, or take part in a discussion. This is your chance to custom-build beneficial relationships.

2 INTRODUCE YOURSELF
Let people know in the chat who you are, your role or title and business, and wherever you want people to connect with you, be that in a private chat or via LinkedIn. Introducing yourself virtually removes the pressure you might have in person when raising your hand or speaking up.

3 TAKE A PICTURE
Screenshots are great tools that allow you to go back and review who else you engaged with during the conversation virtually, others that introduced themselves, or made comments you'd like to follow up on. NOTE the chats in the virtual environment do not get saved!

4 DON'T WASTE A MEETING OR SESSION
Embrace opportunities to go deep and wide in every interaction. And be prepared to ask for what you need, be it advice, mentorship, or a connection.

5 FOLLOW UP
The key to any networking-or relationship building-is follow up. Review any screenshots that you saved and connect with those individuals on LinkedIn or social media, saying, "we were in that session together. I'd love to connect."

MENTORING Frequently Asked Questions

WHAT IS A MENTOR SESSION?

Workplace Summit Mentor Sessions give registrants the opportunity for 15-minute one-on-one meetings with experienced leaders who are Conferences for Women board members. Get real time advice on growing your career from established leaders.

HOW DOES IT WORK?

Starting at 11:30 am EST, sign up for an available Mentor Session inside the Cisco Networking Lounge. 15-minute appointments are offered at 4:10, 4:30, and 4:50 pm EST on May 6, 2021 via the virtual Conference platform. Sign-ups are first come, first served and are extremely limited. Participants may sign up for one appointment only.

To sign up, click “Mentor Sessions Click Here to Register” and you will be directed to a calendar showing available time slots. Select an available time, and you will be asked to enter your name and email to confirm the appointment. Please use the same name and email that you registered with for the National Workplace Summit.

Once your appointment is confirmed, you will receive an email confirmation with instructions on how your mentor will connect with you and how to cancel your appointment, if necessary. Please save your email confirmation as the Conference will NOT be able to resend it.

Mentor Sessions will take place via video chat on the virtual Conference platform. Please make sure that you are logged into the platform at least 10 minutes prior to the start of your appointment.

We are unable to reschedule appointments in the event of a cancellation or missed connection.

HOW CAN I MAKE THE MOST OF THE MENTOR SESSION?

Please log into the platform at least 10 minutes prior to the start of your appointment. As the session will take place via video chat, make sure you are camera-ready and have a headset or microphone available for clearer sound.

At the start of the session, share your goals for the conversation and request advice on a specific obstacle that you are facing. No specific obstacles come to mind? Connect with your mentor over what is inspiring or motivating you right now.

End your session by thanking your mentor and asking how best to follow up after the session.

ADDITIONAL QUESTIONS: EMAIL DDMCVEIGH@CONFERENCEFORWOMEN.ORG.

