



Event Preparation Guide

Make the most of every minute!



W·O·R·T·H

Attending an event where you know few others can be intimidating and anxiety-inducing. The team at WORTH (Women of Restaurants, Technology & Hospitality) have put together this guide to help you prepare and maximize your time at the event.

1 DEFINE YOUR GOALS IN ADVANCE

Why are you attending the WiRL Together Summit?

- Personal Development
- Business Development
- Networking or New Job

2 BUILD A PLAN TO MEET YOUR GOALS

How will you prepare to meet goals?

- Review content and add 'can't-miss' sessions to your work or personal calendar.
- Review the attendee/speaker list and reach out to people you'd like to connect with on LinkedIn.
- Review the sponsor list and schedule meetings
- Search for nearby meet-up spots
- Dress the part (decide what that means for you!)
- Join the [WORTH LinkedIn Group](#) and learn who else is going. Take the [WORTH pledge](#) when you visit!

3 EXECUTE YOUR PLAN

Preparation builds confidence!

- Ask people in your network for introductions.
- Find a buddy to mingle with if you're nervous. Preferably not a colleague, but someone new.
- Switch up the groups you engage with during the day to meet more people.
- Invite anybody alone to join your groups and make a friend for life!
- Set up digital business cards if that's your thing!
- Set your OOO so you can focus on the event.

Packing List

- ✓ Business Cards or Equivalent
- ✓ Notebook
- ✓ Pen or Pencil
- ✓ Cell Phone Battery & Charger
- ✓ Medicine / Hangover Cure
- ✓ Cowboy Boots (it's Nashville!)

