



**ATE Students:
Business/Industry “Flash Mentoring” Session
Thursday, October 26
8:30 – 9:30 a.m**

Preparing for a Networking Event

For each networking event/interaction, it can be helpful to think about it in 3 stages: Prepare, Engage & Follow-up:

- **Prepare:**
 - Review the details of the event (schedule, guidelines, etc)
 - [Networking Event Guidelines](#)
 - Learn about who you'll be networking with
 - Industry Participants
 - Prioritize the types of information you're most interested in obtaining & outline questions to help you obtain that information
 - [List of possible questions](#)
 - Practice a 30-60 sec elevator pitch to introduce yourself and provide the foundation for the networking conversations you'll engage in (here are some [Elevator Pitch Guidelines](#) to get you started)
- **Engage:**
 - Be ready to interact with others: have your questions and a place to take notes handy
 - Consider wrapping up conversations with: "Thank you so much, based on our conversation, is there anyone else you would recommend that I connect with?" (this can help lead to another set of networking contacts)
- **Follow-up:**
 - Reflect on what you learned:
 - Who did you meet? What were your biggest takeaways from talking with them?
 - Are there other industry professionals you would like to meet? If yes, who? Is their email provided on the participant list? Email them to set up an [informational interview](#).
 - Write a [Thank You Email/Note](#) and/or LinkedIn connection request to each person you engaged with. Thank them for their time and advice, and if possible provide 1-3 specifics of something they shared with you that you found particularly valuable.