



VIRTUAL NETWORKING MEETING OVERVIEW SHEET

Instructions:

Please fill this form out entirely to help keep the meeting on track in this virtual environment. Please **SAVE AS a WORD DOC (not PDF)**. It must be limited to **ONE page only** (not both sides - so Linda may display it on screen during the virtual session.) All sheets **MUST** be emailed to Linda (LindaVan@MyExecutiveCareerCoach.com) the **night before** the meeting so we may include all sheets in the group mailing prior to the meeting. Once you have all the other networkers' meeting documents - please read through them and make notes in the right margin how you can help and contribute to that networker during the virtual meeting. This will keep our timing on target, and ensure each and every networker is getting value and full attention from the group. Any questions - please email Linda.

Use this right margin for your notes, suggestions, and offerings once you receive all the documents of those attending. (Linda will email them to all attendees.) Putting your ideas per each networker in this column of how you can HELP that individual is essential to the virtual meeting's success.

Name:

Title:

Town:

State:

Cell#:

LinkedIn URL:

eMail:

PROFILE (One brief and focused Paragraph - 5 to 6 lines only, please)

--

EXPERT LEVEL SKILLS (Limit to 10 max - 1 line each)

CAREER HIGHLIGHTS (Limit to 3 max - 1 line each)

TARGET COMPANIES | ORGANIZATIONS | INDUSTRIES (make these your top ones)

WHAT I SPECIFICALLY NEED FROM THE GROUP (Intro at company, lead, contact, market intelligence, etc.)

WHAT I AM OFFERING THE GROUP (Networking Intros, Contacts, 1:1 virtual coffees, etc.)