

## **What is speed networking?**

Speed networking is a meeting format designed to accelerate acquainting with colleagues and partners and exchanging business cards. Primarily, the practice involves multiple people that gather in a single space in order to introduce themselves to one another, and greet each other in a series of brief exchanges during a set period of time. During an interaction, attendees share their professional backgrounds or current goals. Networkers are generally seeking looking to build partnerships and collaborations.

## **I have expressed interest in organising a speed networking event. What are my next steps?**

1. Pick your 1-hour slot on the UNISDR Doodle: <https://tinyurl.com/kannsny> (make sure to put the organiser's full name AND organisation in the doodle).
2. Advertise your Speed Networking Event through relevant channels like your website, social media platforms or an email list – provide clear instructions to interested participants on how to RSVP. Ensure you have an even number of people. UNISDR will also be able to include information on your event on the GP website, if you would like (contact [hasan3@un.org](mailto:hasan3@un.org)).
3. Think about what you want to get out of the event. Networking events are most effective when they are the start of a relationship, otherwise all the attendees have done is shaken hands. Depending on your objective, consider suggesting one question that each participant asks of each other that may help focus interactions in a desired way. Perhaps, you simply want persons to learn of each other's names and affiliations, and that is okay too!
4. Form a 2 or 3 person team to run the event. Ideally, you would have one coordinator (who welcomes participants, hands out name tags, wrap up after meeting etc.) and one moderator (who moderates).
5. Don't forget to tell participants to bring plenty of business cards.

## **I am the organiser of a speed networking event. What should I bring? And what will UNISDR provide?**

The organiser should bring

1. List of RSVPs
2. Blank name tags and pens, or printed name tags for participants
3. A timer (best to use your phone!)
4. A well-briefed moderator

UNISDR will provide:

1. Wireless mic for the moderator
2. Space and layout

## **Where will the event space be?**

A space will be set up for speed networking in the Main Foyer on the first floor at the Expo Center.

## **How many people should I cap my event at?**

This is up to you. In an hour's time, our suggestion is to have 20 persons each of whom will have 19 conversations for 2.5 minutes each. You can adjust your numbers up or down according to how much time you would want to allot to each conversation. You could have up to 30 persons speaking to each other for 1.5 minutes each or design a longer conversation among 10 persons speaking to each other for 5 minutes each.

## What is the moderator's role?

Speed networking is most effective when the moderator maintains control and sets the tone for the event. Once everyone has arrived and you're ready to begin, it's important to provide clear instructions/announcements about the event. Give an overview of the structure of the event, objectives (peer-to-peer learning/partnering etc.), how to maximize the conversations, and what to expect from participating. Try and limit the instructions to 5 minutes.

Indicate that when you say <choose a word e.g. Rotate or Next round etc>, the participants should move.

Remind participants to take their personal belongings with them and quickly move to their next meeting.

Upon completing the event, it is important to provide wrap up announcements. You should remind your participants to follow-up with their new connections to continue building the relationships, and thank them for coming!

## Seating plan

There will be two rows of seats facing one another in the event space. Make one person stationary, and have them sit in the chair marked STATIONARY. Rotate all other participants in the same direction. This allows everyone to meet everyone else!

Example with N=6. **1 is stationary**. (Each person in the top row "meets" the corresponding person just below in the bottom row.)

A		C
<b>1</b> 2 3		1 5 4
4 5 6		6 3 2
B		D
<b>1</b> 4 2		1 6 5
5 6 3		3 2 4
		E
		1 3 6
		2 4 5

*Organisers are requested to clean up the space and leave it ready-for-use for the next group.*

**Any other questions?** Ask Maria Hasan ([hasan3@un.org](mailto:hasan3@un.org)) or Miriam Ramp ([ramp@un.org](mailto:ramp@un.org))