

Networking Event Agenda

Arrivals & Mingling

- Participants arrive in the room.
- Naturally form groups of 10 people or less for best speaking and listening capability within the room.

Welcome

- Host greets the room. Make a toast or start a presentation to speak to the entire room.
- Go over the key features for new users. Use arrow keys to move around freely and refer to the mini map to see a view of the entire room.

Activity 1

- Host chooses and leads the room in a networking activity.
- We recommend [Introductory Questions](#) or [Discovery Conversations](#).

Activity 2

- Host chooses and leads the room in another networking activity.
- We recommend [Desktop Show and Tell](#).

Announcement

- Host addresses participants, encouraging further networking.

Mingling

- Participants can freely move around the room, continue conversations, and establish deeper connections.
- You can send contact information (phone numbers, email addresses, and links to LinkedIn profiles) via the chat.

Farewell & Departures

- Host gives closing message and has option to close the room or leave it open for further mingling.

Introductory Questions

How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.
- Once the groups have formed, the host will provide the room with questions to help everyone get to know each other. They can read them aloud while giving a toast, and put them in the chat box.

*See the next page for notes and help center articles on Preciate's controls and features.

- Here are some examples of introductory questions:

-Where were you born?

-Where do you live?

-Did you go to college?

-Do you play an instrument?

-What organization are you a part of?

-What is your department/role??

-Where is your favorite place to travel?

-Do you speak a second language?

- Give the room 5-7 minutes to answer the questions within their small groups.
- Provide new questions for the same groups to answer, or instruct the groups to shuffle so that everyone is speaking with some new people and use the same questions.
- Repeat as many times as you would like and feel free to allow the groups to spend more time answering the questions.
- Allow some time at the end for anyone to continue conversations that were started during the introductory questions.

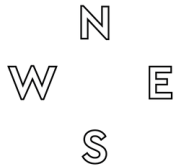
End

Controls & Features to Use



Chat

- Send a direct message to everyone in the room or to an individual participant.



Compass

- Turn on Compass to make quadrants visible on mini map and in room.



Make a Toast

- Speak to the entire room. Making a toast will lower everyone's audio so that they can tune into your announcement.

Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do I make a toast in a Preciate room?](#)

Discovery Conversations

How it Works

- Host will assist the room in dividing up into pairs. To get started, count the participants in the room and assign each a sequential number. EX: 1, 2, 3, and so on. If there is an odd number of participants, then the host can participate in the exercise to make the number even.
- Turn on the Compass. Have all of the odd numbers form a circle around the room starting with number 1 at point N on the compass.

*Host can use the Toast feature to give instructions to everyone while still seeing a view of the room and mini map.

*See the next page for notes and help center articles on Preciate's controls and features.

- Once the odd numbers are in position, instruct all of the even numbers to pair up with an odd number at a point on the circle. Keep some distance between each pair for best speaking and listening capability.
- Host will use the Start a Conversation feature to prompt discussion. Choose from one of the existing ice breakers or create your own talking point. Each pair will converse for 2-3 minutes. Then close the conversation.
- Instruct the even numbers to rotate clockwise until everyone is paired up with a new person. Odd numbers will remain in place.
- Start another conversation by choosing or creating an ice breaker.
- Repeat this process until the even numbers have completed a full circle around the room and had conversations with each odd number.

End

Suggestions

- Ideal for groups of 30 people or less.
- For larger groups of 30+ people, form talking groups of 4-5 people instead of pairs and give 3-4 minutes for each conversation. Mix up the groups after each round. It is okay if participants are not talking to all new people every round, but the goal is to speak to as many different people as you can about different topics.
- Remember to keep groups to 10 people or less for best speaking and listening capability in the Preciate room.

Controls and Features to Use



Compass

- Turn on Compass to make quadrants visible on mini map and in room.



Mini Map

- Expand the mini map to see a view of the entire room. Hover over the bubbles to see the names of attendees.



Start a Convo

- While in a Room, you can create an ice breaker or a personalized conversation starter and display it to the entire room at once by clicking the "Start a Convo" button.

Help Center Articles

- [What are groups in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do I control the music in a Preciate room?](#)
- [How can I see more people in my view in a Preciate Room?](#)
- [What is a convo, and how do I start a convo in Preciate?](#)

Desktop Show and Tell

How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.

*Groups must be 10 people or less for best speaking and listening capability in any Preciate room.

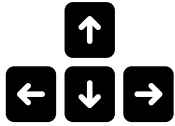
*See the next page for notes and help center articles on Preciate's controls and features.

- Have everyone choose an object from their desktop (or nearby) to share with their small group. Ideally, these objects should be something that represents a part of each person's life or something interesting about them! Some examples are photographs, medals, or certificates.
- Each person will spend 1-2 minutes introducing their item and explaining its significance. Afterward, they will spend another 2-3 minutes answering questions about the item from their other group members.
- After everyone has shared, you can mix up the groups and play another round of Desktop Show and Tell by sharing a new item (or the same item) with different people.

Suggestions

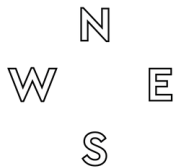
- Works for groups of any size.
- Make sure everyone's cameras are enabled for this activity.

Controls & Features to Use



Arrow Keys

- Use the arrow keys on your keyboard to freely move around the room in any direction.



Compass

- Turn on Compass to make quadrants visible on mini map and in room.



Mini Map

- Expand the mini map to see a view of the entire room. Hover over the bubbles to see the names of attendees.

Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How can I find people in a Preciate room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How can I see more people in my view in a Preciate Room?](#)