



ROCKFORD NETWORK OF PROFESSIONAL WOMEN

2017-2018 Important Meeting Information (and tips to get the most out of your membership)

Location: Forest Hills Country Club, 5135 Forest Hills Rd, Rockford, IL 61114
(always verify with website to confirm venue in case logistics may be different for some meetings)

11:30 am Verification of registration and doors open for networking
11:45 am Lunch is served (buffet) and networking can continue in line and at tables
1:00 pm Meeting Adjourned

Important guidelines and ideas to get the most out of your membership meetings:

- Meetings are the **third Monday** of each month (September – June) from 11:30 am – 1:00 pm. The September meeting is a kick-off reception and the December meeting is a holiday party. Both September and December may have different dates and may be evening events instead of luncheons.
- It is very important that you RSVP by Thursday prior to the meeting. Register online at www.rockfordnetwork.org and payment can be made online. **Please view cancel policy on website.**
- Members are encouraged to provide literature, hand-outs, and company information at the designated tables near the entrance to the meeting room.
- Before lunch is served, please **network** and meet many of the amazing women in attendance. Exchange business cards, learn something new about that person, share information on upcoming events and board positions, etc. Make a goal to meet new faces each time you come to a meeting and watch those connections grow!
- Attendees from **same company** are encouraged to sit at **different** tables instead of all together so that a broader integration of company representation is throughout the room.
- After everyone is seated with their lunch, a microphone will be passed around for **introductions**. Due to time limitations, introductions are to consist of your only your name, title, and company. Any announcements or promos can be placed on the designated tables inside the entrance to meeting room.
- Members are encouraged to **bring guests**. Remember to register them in advance or show them where to register online. Guests may attend 2 meetings before deciding whether or not to join RNPW.
- Members may submit concise company events/press release information on website for “**Member News**” and the monthly newsletter at no charge. For advertising in the newsletter and website, contact the Communications Chairperson for fees and guidelines.
- An **annual survey** is typically conducted in spring to gather members’ feedback on programming and other details. If you have suggestions or concerns prior to the survey, please contact a board member.
- A **Professional Development Workshop** is typically planned for April and is normally a 3 – 4 more in-depth presentation of a relevant topic. This event is the main source for our scholarship fund. Members are encouraged to attend and invite guests to this worthwhile program as well as share our organization with prospective new members.