

## Speed Networking<sup>™</sup>

A step-by-step guide for joining a Speed Networking Event

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Prepared for: BNI Philippines



**PHILIPPINES** 

**Speed Networking** is a type of event that takes networking to a whole new level by making it more efficient, effortless, and fun. During this event, you will be matched with other attendees for short one-on-one video chats, where you can meet, greet, exchange digital business cards and take the first step in making a new professional contact. You can join a Speed Networking event both on a desktop (works best with Chrome) or through the My Glue app (Android and iOS). Please continue onto the body of this article for more details on Speed Networking.

# How to Join a Speed Networking Event?

Register for the Event at BNI INW 2022 SPEED REFERRAL NETWORKING

Complete the Registration Form and click 'CONTINUE'

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			Restaurants     Health & Wellness		
			Legal & Accounting     Manufacturing		
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	All attend	lees will automatically b	e part of the online event room and be able to view community profiles.		
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Once you successfully register for a Speed Networking event and have clicked on 'CONTINUE', your browser will redirect you to another window that indicates that your registration is complete.

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You will also receive a confirmation email in your inbox. If you can't find it in your inbox, make sure to check your junk/spam mail as well.

	9	
Reç	gistration Confir	med
You are succes	ssfully registered for Speed Ne	etworking Event.
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peed Networking y Springfield Chambe	; Event r of Commerce	
August 12, 2021 11:30 AM - 12 PM (GN Add to Calendar: iCal,	AT+8) Outlook, Google, Yahoo	
Click to Join Event		

\*\*This is what the email will look like\*\*

You can easily join the event by clicking on the "**Join Event**" button on the confirmation email (or any of the reminder emails) and logging into your Glue Up account. If you do not have a Glue Up account yet, you would need to register one first. **Make sure your email address matches the one you used when you registered for the event.** 

#### **Create Your Account Here!!**

NOTE: Creating an account via LinkedIn or on Glue Up DOES NOT automatically register you to the event. To register for the event please click [here]

Alternatively, if you already have a Glue Up account, you can join the event by clicking on Events on your **My Glue page**.

You can join the event one hour before it begins at the earliest.

# First time joining a Speed Networking event? Follow these quick steps.

#### Step 1: Login

Log into your Glue Up account. If you do not have a Glue Up account yet, you can easily register one by using the same email address you used to register for the event. Before logging in, <u>make sure to verify your new</u> <u>Glue Up account by clicking on the verification email</u>.

in Log I	n with LinkedIn
	or
Email	
Password	
Remember me	Forgot password
	Log In

#### <u>Create Your Account Here!!</u>

#### Step 2: Allow Permissions

Allow your browser (or mobile app) to access both your microphone and camera.



### Step 3: Select Audio and Video Devices

Select your input devices (microphone and camera) before joining the event.



### Step 4: Update Your Digital Business Card

Update your digital business card. You can exchange digital business cards with other attendees during the event. All collected business cards will be saved in your Glue Up account, which you can access at any time just by clicking on your profile.

	YOUR BUSINESS CARD
Set up your business	card so you can exchange it with new connections.
	Your Business Card
Update with LinkedIn  - First Name * John	JS John Smith
Last Name *Smith	Email Address: mivodiv507@5ubo.com
Phone* +1	See who's going
Company *	
Title/Position *	

## After the event begins

The Speed Networking event starts with an intro by the organizer. You will be automatically matched with another attendee for your first one-on-one chat following the intro. Click on the green button to join the session when you are ready and start chatting with your new match.



The timer on the top of the screen shows how much time is left in each session. You can exchange business cards during the entire event by clicking on the business card icon. Additionally, you can see a list of all attendees and send messages to the group. After the end of each session, you will be matched with the next attendee, and this will continue until there are no matches left. You can end each session at any point by clicking on "End current session".



## **Sharing business cards**

One of the greatest features of speed networking is that you can exchange business cards with all attendees at any point during the event. All you need to do is to open the attendees' tab and then click on the business card icon next to each attendee's name. You can find all your business cards in one place in your Glue Up account which you can access both through a browser or on the My Glue app.



# FAQs

What happens if I join the event after it's already started?

You can still join the event and wait for a match, even if you are late, but you will have probably have fewer matches. For meeting the maximum number of attendees and taking full advantage of speed networking, make sure you join the event on time. Some speed networking events use the Glue Up "smart matching" feature where matches are based on criteria set by the organizer, so joining late might mean you will be missing more relevant matches.

I am experiencing video and microphone issues, what do I do?

Make sure you have given the browser (or the mobile app) the relevant permissions to use both the microphone and camera. If you have already allowed microphone and camera use, try refreshing the page or leaving the event and joining again.

**Will I get a warning before the end of each one-on-one session?** No. The timer at the top of the screen shows how much time is left in each session. So make sure to keep an eye on the timer and manage your time accordingly.

**Can I join a speed networking event without creating a Glue Up account?** No, creating a Glue Up account is a mandatory step before joining a speed networking event. This ensures you are able to exchange business cards with other attendees in addition to being able to stay notified of future events.

I want to use my mobile phone to join the event, do I use the mobile browser or will I need to download an application?

You will need to download the MyGlue App to access the event and for better networking experience. You may scan the QR code below for iOS or Android mobile phones.



