

**nice to meet you**





# MEETING ETIQUETTE

- Introductions
- Conversations
- 21<sup>st</sup> Century  
Reception Etiquette

# INTRODUCTIONS

Honors the older person (or person of higher authority)

Gives a tidbit of information about each person

USE  
COURTEOUS  
LANGUAGE

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“I’d like to introduce...”

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“May I introduce...”

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“I’d like you to meet...”

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“May I present...”

# CONVERSATIONS

- 1.) Compliment
- 2.) Connection
- 3.) Name

- 1.) Politics
  - 2.) Religion
  - 3.) Anything G 13
  - 4.) Tupperware
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21<sup>ST</sup> CENTURY  
RECEPTION  
ETIQUETTE

Cell  
Phones

Name  
Badges

Handshakes

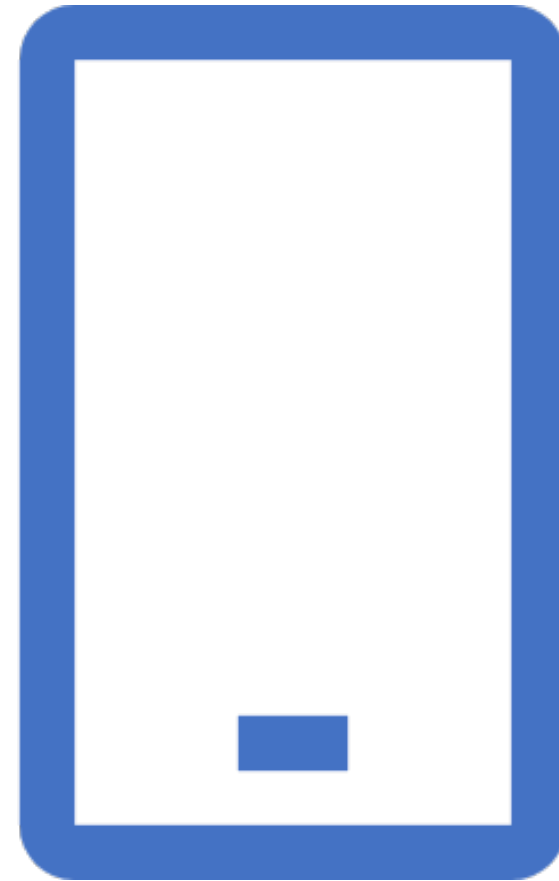
Drinks &  
Snacks

## CELL PHONES

- Acknowledgement is Power
- 10 Foot Rule
- Just Say No

*At the checkout line*

*When in a low noise pollution area*





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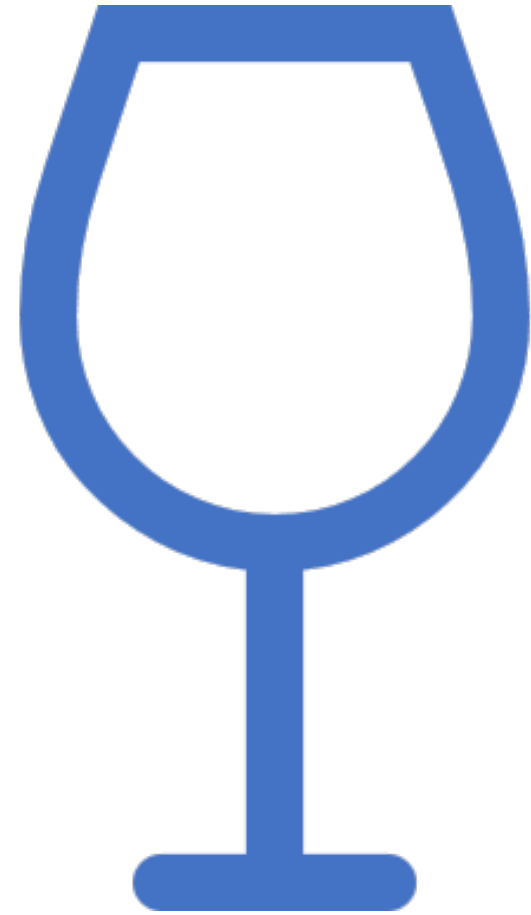
## DRINKS & SNACKS

- No Food Shaming
- Too Much Stuff/Not Enough Hands Syndrome
- Alcohol Considerations

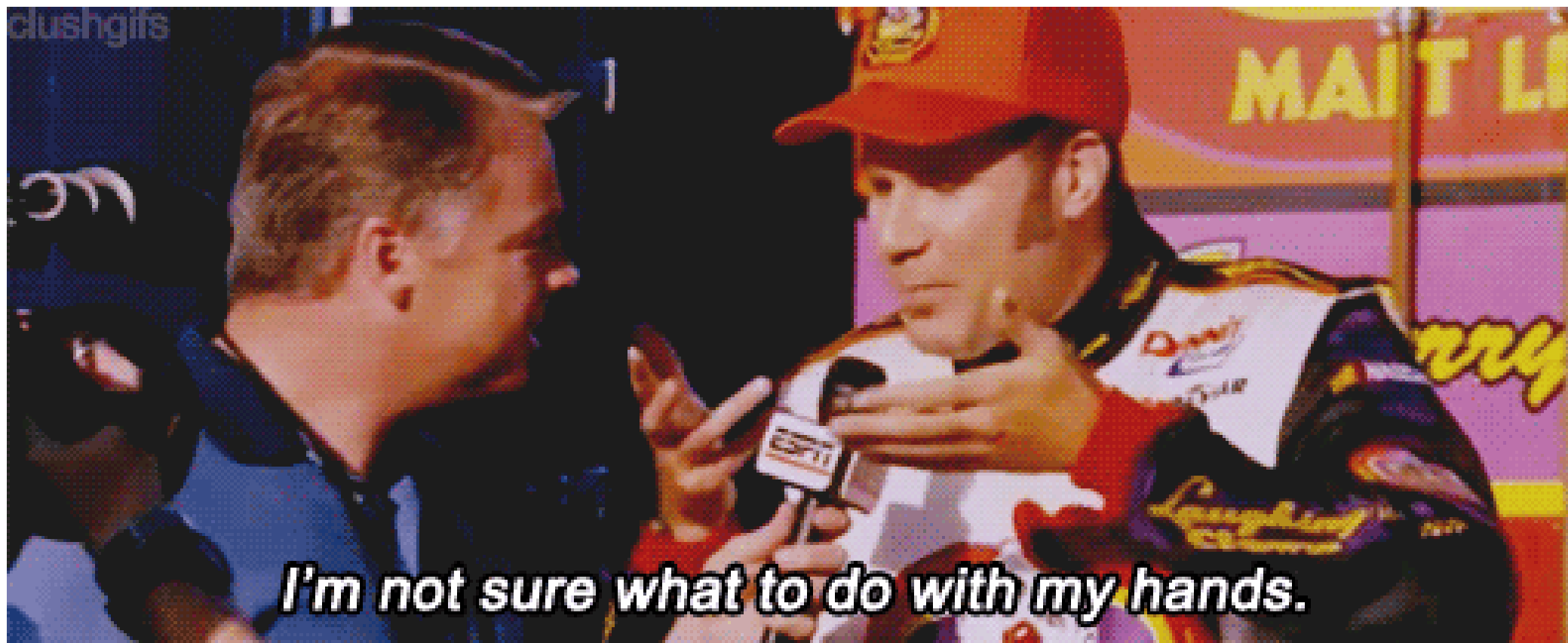
*Be Yourself – Know Yourself*

*The Head Tip of Doom*

*Take the Lead of the Host*



clushgifts



*I'm not sure what to do with my hands.*

WHAT'S NEXT?

Surprised by

Agree With