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Meeting Planners International

Northern California Chapter

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1. Name Tag Etiquette

- Always wear your name tag on your upper right shoulder.
- Never on your left shoulder or anyplace else on your body.
- Remember to write your name in big bold block print, not in script; using only your first and last name; affiliation; with no honorifics or titles.

2. Pre-Meeting and Party Strategies... planning ahead

- Always confirm appointments in writing and by telephone the day before the meeting.
- Never leave any detail to chance. Develop your own check list to review before leaving the office or house, especially planning what to wear.
- Remember to set aside enough time to get to the meeting location and adhere to “Lombardi” time.

3. Business Card Savvy

- Always present a card with your right hand or both hands.
- Never with the left hand.
- Remember to carry cards in a separate carrying case.

4. Rank and Status / Forms of Address

- Always address a person by primarily Mr. or Ms.
- Never use a first name only until you have been invited to do so and built some rapport
- Remember to ask how to pronounce and spell a person’s name. Don’t guess.

5. Appropriate Eye Contact

- Always look at the person to whom you are speaking.
- Never look down or away or tilt your head.
- Remember good eye contact is a sign of self-confidence, courtesy, and attention.

6. Handshaking Techniques

- Always push your hand in to meet web-to-web.
- Never give a finger tip hold.
- Remember to shake a woman's hand the same way you would a man's hand.

7. Rising to the Occasion

- Always stand for all introductions.
- Never, especially a woman, just sit there like a lump.
- Remember to make mention when you are unable to do so.

8. The importance of RSVPs

- Always respond to invitations within a week of receipt and certainly by the due date.
- Never be a no-show or unexpected guest.
- Remember to call whenever you know you are late.

BONUS: Sending Thank-you notes

- Always send thank-you notes by regular mail as your first and primary process.
- Never think it is too late to send a thank-you note. For the best impact send it within 24 to 48 hours.
- Remember no matter how terrible you think your handwriting is, a handwritten note done with care will give the best impression.

“Etiquette Tip of the Month” newsletters:

To view many of the above tips in greater detail and in many cases in video or podcast format, log onto www.AdvancedEtiquette.com/backissues.

To receive your own FREE subscription, simply call, enroll via our Website, or send us an email. We'd welcome adding you to our list of happy subscribers.

For a copy of the book “Etiquette in Minutes: 201 practical tips on business and social behavior from an international etiquette expert” see www.EtiquetteInMinutes.com.

Ms. Syndi Seid



Syndi Seid is the etiquette expert of choice for the world's leading organizations and media properties seeking comprehensive training on social etiquette and international business protocol.

As founder of Advanced Etiquette Worldwide, Syndi helps senior executives, business professionals, and main-line employees overcome their fears and insecurities to find poise, confidence, and authority in any social situation, anywhere in the world.

Major companies like Hewlett-Packard Worldwide, Sprint International, National Semiconductor, Marriott Hotels, Mandarin Oriental Hotel, and the Miss Universe Pageant trust her to train their employees to avoid social *faux pas* that could lead to major business and political blunders.

Syndi is the recognized, world's leading expert on business protocol and etiquette and has appeared on ABC's *Good Morning America*, CBS' *Eye on America*, Fox's *Trading Spouses*, HGTV's *Party At Home*, and Discovery Channel's *Picture This*. She is the Etiquette Expert for Staples.com and a contributing writer for SBTv.com and Bnet.com. Syndi is also a guest lecturer on Celebrity Cruises and appears on Office Depot's web-based series, Web Café. Her monthly column on etiquette appears in *AsianWeek* and was a contributor to the book, "Business Etiquette for Dummies." Her own book, *Etiquette In Minutes... 201 practical tips for business and social behavior* is now available at www.EtiquetteInMinutes.com.

As a graduate of the prestigious The Protocol School of Washington, in D.C. and the Emily Post Institute, Syndi earned their highest levels of certification, including Certified International Protocol Officer and Corporate Trainer. She lives in San Francisco with her husband Ron Hildebrand and is active in The City Club of San Francisco, San Francisco Small Business Network (SBN), Women Impacting Public Policy (WIPP), The American Institute of Wine & Food (AIWF), eWomenNetwork (eWN), Boardroom Bound (BB), National Association of Women Business Owners (NAWBO), National Speakers Association (NSA), and the Women's Leadership Exchange (WLE).

Learn more about Syndi and view her popular etiquette newsletters at www.AdvancedEtiquette.com.



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