

Event Host Invitation

NAAAP Toronto holds a number of events throughout the year for members, visitors from other NAAAP Chapters & Ventures throughout North America, non-members and special guests from the professional community. Your help as an Event Host is needed at various events, in particular the monthly Signature Business Mixers, to help welcome attendees, bridge cultural barriers, stimulate interaction and conversation.

As an Event Host, You Will:

- Be assigned a special name tag recognizing your important role.
- Help welcome attendees.
- Contribute to the dynamism of the evening
- Bridge cultural gaps by stimulating interaction and conversation.
- Facilitate business introductions and connections.
- Provide leadership, focus, and stimulation for group interaction
- Engage processes that help members become active participants.
- Anticipate and work with conflict to allow the emergence of new ideas.
- Actively support diversity in conversation, learning style, culture, and personal styles.
- Maintain an inclusive environment by ensuring that all attendees had an opportunity to meet new people.
- Be attentive to those that seem to be new in attending a mixer and seem initially uncomfortable.
- As an event draws to a close, help thank attendees for taking the time to join the event and pass on a message of looking forward to having them again.

An event host helps create an environment in which everyone at an event feels comfortable to participate. Part conversationalist, part role model, the host is usually part of the conversation. Integrity, patience, a good sense of humor, and respect for other people will be valued in any host. With attendees from different backgrounds and professions, cross-cultural awareness and sensitivity are particularly important.

Selected Event Hosts are required to attend functions at least one half hour before the start of an event for a short orientation as well as to answer any questions. Event Hosts are on a volunteer basis and will coordinate with the Director of Hospitality or Director of Operations onsite.

The Function of an Event Host is to:

- Greet people, make introductions, start conversations, and encourages people to feel comfortable.
- Model the behavior they want others to emulate: they acknowledge other people by name, assume goodwill, offer help, politely ask for clarification, and exercise patience.
- Nurture a sense of "community in the event," pointing newcomers to where things are situated (when required) and bridging related conversations between people.

What is a Good Conversation:

- Enable people to make contact with other people.
- Enable people to engage rather than be passive participants.
- Provide a way for people to get to know each other beyond a simple greeting.
- Make frequent attendees and newcomers feel welcomed and contributors feel valued.
- Makes people look forward to the next opportunity to meet or maintain contact.

What You Get Out of the Experience:

- As an event host, you'll be empowered to easily approach and introduce yourself to event attendees - "Hi, my name is _____, and I'm one of your hosts for the evening."
- Your function as an event hosts provides you the unique position of being able to meet everyone attending an event.
- Develop and practice your networking skills.
- Develop and practice your conversational skills.
- Develop and practice your active listening skills.
- Overcome shyness and feel more at ease in networking situations.
- Complimentary registration to attend event (s) (where applicable).

Who We're Looking For:

- Those that enjoy meeting new people?
- Contributors to a successful event.
- Those that are comfortable in networking situations.
- Those who would like to develop and maximize interpersonal and social skills.
- Those that would like to be part of an event team that brings together professionals and young business people from different backgrounds.
- Most importantly, those that like to have fun.

How to Apply & Confirm Your Interest:

Complete below, then fax to (416) 439-9700 or mail to NAAAP Toronto. Alternatively, you can also email the information below to: postoffice@naaaptoronto.org.

Full Name: _____

Occupation: _____

Email Address: _____

Contact # _____ Mobile # _____

NAAAP Member: Yes, Membership # _____

No

Why do you want to be an Event Host?



Explore, Enhance and Expand!