

- Delegates should be prompt and adhere to times schedules. Pitching up late on the first morning gives the immediate impression that you cannot be bothered. Check journey times and arrive with time to spare in order to network.
- Adhere to dress codes. If in doubt, dress to impress, namely for success. Be sure to read the joining instructions carefully – there is nothing worse than being the only guest wearing chinos at a black-tie dinner.
- Respect the rights of other delegates and guests in the venue. Remember you are a representative of your company.
- Refrain from the use of profane language at all times.
- Allow others to talk and interact in the conversation.
- Turn off mobile phones and blackberries, and concentrate on the speaker. The course is being held to impart knowledge – not for you to carry on your day job in a different atmosphere.
- Leave your partner at home unless, of course, they are invited.
- Do not over-indulge in either food or drink – in particular, alcohol. Things may well be on the company account but do not use the event as a feeding frenzy!
- Make the most of the opportunity and get yourself noticed. People behaving badly will be marked out, yet those behaving in line with company policy will need to go that extra mile – work the room!