



## **Event Rationale (“Power” Lunch Guidelines)**

### ***Fact Sheet For Moderators / Chairs / Attendees***

The run-down can be fine-tuned up to the moment that participants are received and welcomed. We usually set the timing at “Noon for 12:30 pm” to allow flexible arrival times and for people to get initially acquainted, card exchanges, etc.

Some guidelines tips and suggestions:

#### **1) Documents**

Have a document / materials table inside the room or immediately outside as a reception table for attendee / corporate materials and IPPF stuff (Flyers, Newsletters, etc). This may be difficult if the venue is a normal restaurant table format and not in a private room.

#### **2) Table**

If we get more than 14 people, go to “U” or horseshoe shape with the chairs / moderators at the end, facing the door, so they can control late arrivals, entrances and exits. Avoid packing attendees too closely together. An alternative would be two round tables.

#### **3) Seating**

If 14 or less, stick with one big round / square table with chairs / moderators sitting next to each other and again, facing the door (never with their back to the door). If in an open restaurant area, Chairs / Moderators should sit where they can be seen, usually facing the restaurant entrance. An alternative would be two round tables.

4) **A/V**

If possible, request wireless mikes when using a function room.. This is especially important if the attendance climbs to where we need a horseshoe. Even when the acoustics are perfect, passing the mike is like passing the gavel and cuts down on distracting side conversation. This is unnecessary for open floor format restaurant venues.

5) **Introductions**

“Initial attendee self-introduction”. This is an essential icebreaker and should be done immediately upon seating before you get into the agenda. Advise attendees to keep their self-intro’s brief but include if possible, subjects they would like to explore over the lunch. It is often surprising how many talking points and ideas get dumped on the table at this point. We always ask (see invite / registration form) for attendees to write down their favourite subjects, gripes, news, etc. They rarely do but many will mention “subject” ammunition during the self-intro exercise.

6) **Menu / What to order?**

If its Chinese, we usually order a set lunch or if appropriate we let each attendee order their favourite dish to be shared by everyone.

For a western menu, we do either a set menu or let each person order individually. Sometimes, a combination of the two where the restaurant or club will offer a set menu, but with a limited choice of main course selection (i.e. Veggie, fish, fowl or beef entrée, etc.). In an open restaurant, everyone should just order ala carte.

**7) Payment**

If the “Power Lunch” is sponsored, by more than one member then this not an issue. Most our round-table / power lunches have been a No-Host / separate checks arrangement. This works fine in a normal open restaurant environment, however, in a private club it can get difficult so it’s important to clarify club rules on payment in advance. If only one member sponsors, it is no longer a “Power Lunch”, it becomes a “Power Pow-Wow”.

**8) Post Event Follow Up**

It is very important for copies of the actual attendee sign-up sheets and all of the attendee business cards be faxed or mailed in to the secretariat (you could also scan and e-mail !) Often there are last minute arrivals that missed getting on the RSVP list.

*Ref:/IPPF/Event Guidelines/Power Lunch Guidelines (Dec 14<sup>th</sup>, 2011)*

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