

WAIORA BUSINESS MEETING ETIQUETTE
(Produced by Team ZEO)

Below are some common sense guidelines that will help everyone cooperate for the best result at Waiora meetings and training. Please try and abide by these guidelines at meetings.

- 1) **Arrive 15 to 20 minutes early** to greet your guests. Nothing is worse than people coming in late and disrupting the presenter.
- 2) **Business attire is important.** Jackets and ties for men, business suits, for women. **Tell your guests**, at least business casual. They will be more comfortable if they know the dress code in advance. **In home meetings are business casual.**
- 3) A small charge will be collected to cover the cost of the meeting. The presentation and training sessions are for everyone and need to be equally supported.
- 4) **Never leave the room** during the presentation. Guest don't know why you are leaving and may follow. It also disrupts the guests and the speaker.
- 5) **Be attentive during the presentation.** Behave as if it is the first presentation you have attended or heard. Don't do paperwork; do not talk to your neighbor etc. To help the presenters, respond at the appropriate times, no matter how many presentations you have attended. Listen and learn, as there is always something new to learn.
- 7) Be supportive and friendly to the guest of other representatives, **HOWEVER DO NOT TRY TO PROSPECT THEM, EVEN IF YOU KNOW THEM.**
- 8) The golden rule applies if you know that another representative has spoken to someone in the business. Do not try to prospect them. Even if you know them! This is not only unethical, but a very uncomfortable position for the person being prospected. This rule applies whether they are your downline, sideline or upline.

9) Respect other representatives while they are working with their guests. In order of importance, spend your time with your guests, then the guest of representatives in your group and remember your Upline also may have guests there and needs to take care of them first, their downline's guests next and then the distributors.

10) Once the presentation has begun, guests and distributors arriving late should stand in the rear of the room if you are already seated do not go to the back to greet them, as it is very disruptive to the speakers and other guests.

11) PLEASE ALL PAGERS AND CELL PHONES OFF.

12) No talking in buzz words in front of guest, i.e., prospects, representatives, sign-up, upline, downline, etc. No negative discussions. Business presentations are not the arena to discuss problems.

Following these simple suggestions has helped Network Marketers succeed for over 40 years. These ideas did not start with Waiora, but have proven to be invaluable to any and all Companies that are going into Critical Mass.

Please contact your upline leader if you have questions.