

Boardroom Planning



Basic Boardroom Operation

Boardrooms are 35 minutes in duration and take place in convention center meeting rooms set conference style or U-shaped with a projector and screen provided.

Boardroom guest groups are delivered to your room by group leaders at a pre-scheduled time. Groups arrive slightly before your scheduled start time, so be prepared to start *promptly*.

Given the tight scheduling of the event, boardrooms need to conclude *on time*. Our guest leaders will assist you by providing a five-minute and two-minute warning and gathering the group together for movement to their next activity promptly upon the stopping time.

Presentation Substance

- Cover topics like new products and the sales and profit opportunities they open up or new support/pricing programs that create a bottom-line impact or your product/technology road map.
- Case studies are perhaps the most compelling content. Guests are seeking ideas on how to develop and refine their tech strategies and effectively collaborate with trade partners at the event.
- Show them how you've helped other design/build or integration partners with their strategy.
- Some companies take a focus group approach, asking our business leader guests for feedback on products and programs under development

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YOUR LOGO HERE **NEXT STEPS** **TechHome SUMMIT**
Builder **SPRING**
NECO LUX MultiFam Solutions

Name: _____ Date: _____
Title: _____ Company: _____

I'm interested in learning more about the following products/services:
 Product A Product D Product G
 Product B Product E Product H
 Product C Product F

Please contact me via the below option to discuss next steps:
 GoToMeeting/Zoom to review product/service In person meeting at sponsor facility
 In-person meeting at guest facility Other _____

Specific interest/request: _____

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NEXT STEPS **TechHome SUMMIT**
Builder **FALL**
NECO LUX MultiFam Solutions

Name: _____ Date: _____
Title: _____ Company: _____

I'm interested in learning more about the following products/services: _____

Date of next step meeting: _____ Type of next step meeting: _____

Names/titles of others to be included in discussion: _____

Specific questions/interests: _____



Sponsors with Executive registrations can attend any general sessions belonging to the segment with which are aligned, other networking opportunities, boardrooms/exhibits and After Hours.

All other sponsors with Exhibits-only passes may only attend the Connections Reception, boardrooms/exhibits and After Hours.

Boardroom Outlines

You have 35 minutes, so structure a presentation that communicates the most important and relevant facts. Below are example presentation outlines to be used as a guideline.

Sample 1:

We Can Help You Succeed

1. Introducing Company & Staff (3 min.)
2. Case Study 1 – (5 min.)
3. Case Study 2 – (5 min.)
4. Products (5 min.)
 - a. Overview
 - b. New/Best Selling Products
5. Service & Support (5 min.)
6. Why Builders/Integrators work with your company (5 min.)
 - a. Critical business needs met.
 - b. Personal professional pain points relieved.
 - c. Goals and aspirations realized.
7. Advantages of working with your company vs. competitors (5 min.)
8. Proven Process for Working with Builders/Integrators, potential next steps after presentation (5 min.)
9. Completion of Next Steps Form (2 min.)

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YOUR LOGO HERE **NEXT STEPS** **TechTime Builder**
MULTIFAM SOLUTIONS

Name: _____ Date: _____
Title: _____ Company: _____

I'm interested in learning more about the following products/services:
 Product A Product D Product G
 Product B Product E Product H
 Product C Product F

Please contact me via the below option to discuss next steps:
 doTollMeeting/Zoom to review product/service in person meeting at sponsor facility
 in person meeting at guest facility Other _____

Specific interest/request: _____

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NEXT STEPS **TechTime Builder**
MULTIFAM SOLUTIONS

Name: _____ Date: _____
Title: _____ Company: _____

I'm interested in learning more about the following products/services:
 Product A Product D Product G
 Product B Product E Product H
 Product C Product F

Date of next step meeting: _____ Type of next step meeting: _____

Names/Titles of others to be included in discussion:

Specific questions/interests: _____

Sample 2:

Introducing Game Changing New Product(s)

1. Introducing Company & Staff (3 min.)
2. New product features, functions, benefits for end-user (5 min.)
3. Features and benefits for trades (5 min.)
4. Advantages versus existing products/status quo (5 min.)
5. Research and development highlights (3 min.)
6. Service and support programs (3 min.)
7. Q&A (5 min.)
8. Process for on-boarding product, potential next steps after presentation (3 min.)
9. Completion of Next Steps Form (3 min.)

Sample 3:

Help Us Refine New Products/Programs to Suit Your Needs

1. Introducing Company & Staff (3 min.)
2. New product features, functions, benefits for end-user (7.5 min.)
3. Features and benefits for trades (7.5 min.)
4. Structured Q&A (15 min.)
 - a. What uses/applications do you see for the product?
 - b. What are the advantages of the product?
 - c. Which features are strong/valuable? Why?
 - d. How might you improve the product?
5. Potential next steps after presentation/completion of Next Steps Form (2 min.)

