

# ASHRAE Networking Tips

**A - ASK** open ended questions—especially those starting with “how” or “what” rather than “do” or “why”. How have you used your past ASHRAE conference experiences in your job or classes? What is your favorite class or job activity? Who do you know here? Have you been to this city before...can you recommend anything special to see or do?

**S – SHOW** the person you that you are interested in them by smiling, maintaining eye contact and asking relevant follow up questions.

**H – HEAR** what the other person is saying by carefully listening and asking for clarification, as appropriate.

**R – RELATE** to the other person. Engage them by asking questions and following up their answers and comments with interest and additional questions. What company (firm or university) are you now affiliated with? What kind of position do you hold (or what is your major or favorite class)? What projects are you working on now? What is a major goal you have for this conference (this year or for your career)? Is there something I could do to help you reach your goal(s)?

**A – APPEAL for ADVICE**---don't be afraid to ask for advice. What class, hobby or activity did you find most useful for your current position/ career? What is the most useful idea, concept or information you found from attending prior conferences? What ASHRAE conference activities do you find most useful and fun? What presentations or seminars do you recommend I not miss? What qualities does your company or firm look for in future employees?

**E – ENJOY** your new-found connections with follow up for best outcomes. Send a short email or text stating that you enjoyed meeting them, thank them for their time and comment on one of the topics you discussed. Perhaps you can recommend a related article or ask them another question to further the discussion. You could also tell about something you learned about at the event, especially if it was related to one of their recommendations or interests.

# Sources for Networking Questions

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Hedges, Kristi. ***Six Icebreakers That Take the Pain Out of Networking*** [www.forbes.com/sites/work-in-progress/2013/08/30/six-icebreakers-that-take-the-pain-out-of-networking-events/#67b8c84c5830](http://www.forbes.com/sites/work-in-progress/2013/08/30/six-icebreakers-that-take-the-pain-out-of-networking-events/#67b8c84c5830), August 30, 2013

Young Entrepreneur Council, ***8 Go-To Icebreaker Questions for Your Next Networking Event*** [www.inc.com/young-entrepreneur-council/8-go-to-icebreaker-questions-for-your-next-networking-event.html](http://www.inc.com/young-entrepreneur-council/8-go-to-icebreaker-questions-for-your-next-networking-event.html), July 6, 2015

