



MEETING PROFESSIONALS INTERNATIONAL

Welcome to the Ambassador Program

The Ambassador Program is a “welcome” committee to ensure new members feel at home when attending some of their first meetings with MPI-OC. The goal is to extend a warm welcome to new members, first timers and guests by assigning a seasoned member to meet and greet them.

- If you are a new member who would like to have the opportunity to connect with someone as soon as you walk into a MPI-OC meeting, please let us know. Ambassadors can provide guidance, information and support to all of our new members throughout the year.
- If you are a seasoned member who would be interested in being an Ambassador, please let us know.

Join the Ambassador Program!

Please send completed form to Lisa Chan, CMP Membership Retention Chair:
email lisachan@oregoncc.org fax 503.731.7802 phone 503.235.7572

First Name: _____ **Last Name:** _____

Company: _____

Phone: _____

Email: _____

Interest:

- Match me with an Ambassador (for 1-2 year new members with MPI)
- I would like to be an Ambassador (Minimum of three year membership with MPI)

Preferred Communication: Phone Email

Information About You!

Please tell us about your areas of interest, if you have any questions and how our Chapter can help you reach your professional objectives:



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Ambassador Program Outline

PURPOSE:

The goal is to extend a warm welcome to new members, first timers, and guests by assigning a seasoned member to meet and greet them. This can be done by phone or in person at chapter program meetings and orientations. Being available to meet and greet at the chapter meetings and orientations is an important contribution to the success of MPI-OC.

As Ambassadors we provide potential and new members the opportunity to connect with someone as soon as they walk into a meeting. Thereby providing a comfortable, friendly and productive atmosphere.

QUALIFICATIONS TO BE AN AMBASSADOR:

1. Minimum three-year membership within MPI.
2. Knowledgeable about all aspects of MPI.
3. Have access to internet, telephone and e-mail.
4. Able to attend at least four (4) monthly meetings September - May.

HOW TO GET STARTED:

1. Sign up to be an Ambassador.
2. A first timer will be assigned to you via e-mail or at the chapter meeting.
3. Call and introduce yourself, confirm that he/she will be at a chapter or orientation meeting.
4. If an Ambassador cannot attend a chapter or orientation meeting, notify Member Retention Chair and those Ambassadors attending will assist.
5. Share web-sites, books, articles and educational conference information with first timers to expand their horizons and bring value-added to MPI.
6. Remind your first timer to bring their business cards to network and when available to enter their business card for a prize draw during the meeting.
7. Confirm with your first timer that you will meet them at the chapter or orientation registration area.

RESPONSIBILITIES:

1. Arrive at least 10 minutes before the chapter or orientation meeting starts.
2. Introduce each new member, first timer or guest to at least three other chapter members who will engage them in conversation for a few minutes.
3. Introduce new members or first timers to the Executive Board and others who could provide a business opportunity or perhaps work in a similar occupation.
4. Ensure new members are paired with ambassadors at each program or meal.
5. Bring your business cards and share with your first timer and everyone around your table. This is an important networking tool.
6. If you see a new member, first timer or guest by themselves, asked them to join you and make them feel welcomed.
7. Familiarize yourself with future chapter events and share with your table.
8. One Ambassador per table, if possible during chapter and orientation meetings.

FOLLOW UP PROCESS:

1. Follow-up within a week. Thank them for attending and follow with an e-mail with MPI-OC and MPI web sites plus books and articles related to the event industry.
2. Show appreciation for their interest and time in MPI-OC.
3. Volunteer further assistance or advice to your first timer, leave e-mail or business phone for future assistance.
4. Ask if they are planning to attend the next meeting.

BENEFITS TO OUR MEMBERSHIP:

- Assists new members to get the most out of their investment in MPI-OC.
- Enhances the networking with other members and service providers.
- Improves member retention.
- Promotes an outgoing and friendly environment.