



PLANET's Breakfast With Champions Instructions and Guidelines

New Times: 7:30 – 8:30 a.m.

The champions' role is as a facilitator, not a speaker. The magic of the Breakfast with Champions is the sharing of ideas within a group of people. The champions' primary role is to keep the discussion focused on the topic and ensure everyone participates. Following are some instructions and general guidelines:

1. **Make sure you are registered for the Breakfast With Champions.** Due to the number of champions needed, we are not able to offer complimentary registration for this event.
2. **If applicable, bring 10 handouts** – one for everyone at your table.
3. **Please be on time! Champions must arrive no later than 7:00 a.m. at The Marriott Louisville Downtown in the Marriott Ballroom to check in.** You will have 15 minutes to get your breakfast and settle in at your table before we open the doors for the participants at 7:15 a.m.
4. **Each morning will start promptly at 7:30 a.m.** with a short orientation and welcome.
5. **Have everyone at your table exchange business cards and introduce themselves,** tell where they are from, their position and what they would like to get out of the discussion. This is a great way to break the ice.
6. **This is not an appropriate time to be selling your product or service if you are a vendor or supplier.** The focus of this networking opportunity is to learn from what others in the industry think and do.
7. **Be prepared to ask open-ended questions** and to keep any one person from dominating the conversation. You will want to keep the discussion focused and encourage everyone to participate.
8. **Encourage people to keep in touch.** Everyone should have exchanged business cards by now and remember you will need everyone's address for mailing the discussion notes.