

# Portland Executives Association

## Guidelines for New Member Introductions

The purpose of a New Member Introduction (NMI) is to present the new member to members & associate members of the Association. Following are some key points to incorporate into the New Member Introduction:

- The presenter is formally introducing the new member to the Association & should help the new member to feel welcome
- Information shared may include place of birth & personal family history, educational experiences, schools attended, achievements, hobbies & areas of interest of the new member
- All information to be shared must be approved by the new member about whom the talk is to be given
- The NMI talk should not include information about the business, as this is reserved for a Trade Talk (business-specific; see 'Guidelines for Trade Talks')
- A NMI should be no longer than 2-3 minutes in length
- **Please do not utilize a/v equipment for this presentation (no Power Point, Video, etc.)**