



BOMA –Orlando Business Etiquette Policy

As with all meetings, functions, seminars etc, let's not forget our Mission Statement:

BOMA Orlando exists for professional and educational purposes for the advancement of the Real Estate Owner and Manager in the Central Florida area.

The BOMA Orlando Board of Directors and Membership Committee firmly believe that BOMA is a vehicle for business networking and the manner in which this is done must be on a professional level. The following guidelines should be followed when attending BOMA sponsored events. These guidelines should enhance the individual member's experience as well as help in providing an effective environment for BOMA meetings.

- Feel free to introduce yourself to other members whether they are Principal Members or Associate Members. Anyone can be a good professional resource for you regardless of his/her title.
- Building relationships with other members is important for our individual professions as well as for the overall well being of the association. Asking good questions and *listening* is key to cultivating these relationships. Regularly attending functions also makes this connection process easier since establishing a relationship does not necessarily happen in one meeting.
- Networking is a two way street. Principal Members should be receptive to Associate Members. Principal Members can gain helpful information from Associate Members and vice-versa.
- Handing out a large amount of business cards is not necessarily effective networking. After you have met someone and it is appropriate, ask him or her if they would like your card. If the situation warrants or he/she wants you to send something, you can also ask for his/her card with the assurance that it is for *your use only*.
- Take the initiative to make BOMA a welcoming association. Greet new members/guests at functions and make a point of meeting someone new by sitting with him/her at an event. These gestures increase your networking base and also represent the association in a very favorable way.
- Educational sessions are not just for Principal Members and Associate Members should consider attending periodically to keep up to date on current issues affecting the property management industry.
- All cell phones should be silenced (or on vibrate) during luncheon/seminar programs. To avoid distracting the presenter, if possible, return calls during a break or when the presentation has concluded.
- Avoid having excessive side conversations and/or comments during the program. This may distract the others from effectively hearing the material being presented. Also, if you know you cannot stay for the entire program, take a seat towards the back of the room and/or let speaker know you will need to slip out early.