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## [Ministry Conference Etiquette](#)

August 3, 2007 @ 11:09 am · Filed under [Leadership](#)

Etiquette consultant [Rachel Wagner](#) recently shared in her e-newsletter how one should behave while attending a conference. According to our [June survey](#), the average reader of Church Relevance attends 2 ministry conferences each year. So here are a few highlights from Rachel's article to help you be on your best behavior the next time you attend a ministry conference:

### **At the Conference**

- Network!
- Do not spend your time with coworkers.
- Introduce yourself.
- Give a firm handshake and make eye contact.
- Use discretion when giving out business cards: wait until someone asks, or ask if you may give yours. Make sure your cards are clean and up to date with no information crossed out.

### **At a Breakout Session**

- Introduce yourself to persons sitting on either side of you.
- Use breaks for returning phone calls and emails on your BlackBerry.

### **In the Exhibition Hall**

- Avoid grabbing giveaways without learning about the business.
- Don't block a vendor's table when talking to a friend.
- If you need to put a cup of liquid down for a moment, do it elsewhere, but not on the vendor's table.

### **At Lunches or Dinners**

- Extend your hand and introduce yourself to those you don't know at your table before sitting down.
- Engage in conversation with diners on both sides of you.

### **At Parties and Receptions**

- Keep food or beverage in your left hand; your right hand should always be free for shaking.

By the way, I will be speaking at [The Internet Ministry Conference](#) this year. If you are going, be sure to introduce yourself. I would love to meet you.