



Ladies, as we all want to get to know each other, we would like all participants to be prepared at the beginning of our call to do a ONE MINUTE intro so we get to know who you are and what you do. Since time is limited, please ensure you stick with the ONE MINUTE time and here is a template to assist you.

No more than 120 words will ensure that you keep to the minute in the meeting.

Opening – 10 Seconds

Your Name

Your Business Name (if you have one)

Where you are based or where you are looking for business

Middle – 30 Seconds (maximum)

A BRIEF overview of products/services you offer, what you require

Call to Action – 10 Seconds (maximum)

Conclusion – 10 Seconds (maximum)

Your Name:

Your Business Name (if you have one) or Profession:

Strapline: