



BNI Holborn: Visitor & Subs Info Sheet.

Location:	<p>Sway, 61-65 Great Queen St, London, WC2B 5BZ https://www.swaybar.co.uk/venue-details/</p> <p>Sway is a short walk from Holborn tube. Turn left as you come out, cross the road and down to the next set of lights. Turn right and that is Great Queen Street. SWAY is on the opposite side of the street from the first right hand road. Also easy to get to from Tottenham Court Rd, although a longer walk.</p>
Day	Tuesdays
Starts	Members are expected to be there by 6:45. Meeting officially starts at 7am, but if you walk through the door at 7 you will be the last in line for Breakfast.
Ends	Meeting officially ends at 8:30 but we don't get kicked out until well past 9am, so worth allowing time afterwards to chat to people who might be useful contacts
Breakfast	The breakfast is buffet style, so around 6:55 people are asked to get their breakfast and take it back to their seat. There are both full English and continental breakfasts. You can have both.
Visitor fee	£20 in cash at the door, or on line at Event Brite for pre-registered visitors
Subs Fee	None. If you are subbing the member you are subbing for has already paid.
Bring	Around 40 business cards to hand round the table.
Think	About a 60 second pitch that explains what you do, how you do it, the sort of clients you are looking for and why they want to use you.
Meeting	<p>The meeting will start with some introductions, then a short education slot, and then it goes in to the weekly presentations. First go the members (so any subs give the member's presentation which they should have been given by the member), then the visitors give their presentations and finally the subs can give their own presentation.</p> <p>After a couple of reports from the top table, there is a feature presentation by one of the members that lasts around 8 minutes, and then it goes into the contributions section. Only members are expected to have contributions. As a sub or a visitor you can just give some feedback on your experience visiting.</p>