



Queensland  
Leaders

# Industry Experts Roundtable Lunch

## Overview & Operational Outline

### About the Roundtable Lunch

Leaders has developed the Industry Experts Roundtable as a mechanism to achieve three key outcomes:

- Deepen relationships with your fellow Industry Experts.
- Provide a platform for Industry Experts to showcase their skills and expertise in a relaxed, non-sales environment.
- Provide your fellow Industry Experts with key educational insight into an area of your expertise that they can apply to their own business or personally.

This document is an operational guide to ensure your hosting of the Industry Experts Roundtable session is highly beneficial and works to achieve each of the three key outcomes above.

### Operational Requirements

Each Industry Experts Roundtable is designed to provide the host with the opportunity to showcase their skills and expertise in an open, roundtable style format over lunch. The Industry Expert will ensure their Roundtable lunch meets the highest standards in keeping with the broader Leaders initiative.

The host will be responsible for hosting of the session, along with assisting in developing the invitation and a compelling topic for as many Industry Experts to attend as possible. Leaders will be responsible for inviting the Industry Expert to facilitate the session and coordinating follow-up as necessary.

Depending on the availability of your fellow Industry Experts, the nature of the roundtable content and other factors, it is anticipated that between 10 to 20 guests will attend each session (subject to room capacity).

Preferred Format:	Before & After:
<b>12.00pm</b> Guest Arrival. Drink served on arrival	<b>4 Weeks Prior</b> Leaders will send first Round of invitations
<b>12.15pm</b> Welcome by Leaders CEO	<b>3 Weeks Prior</b> Leaders will send reminder invitations
<b>12.17pm</b> Introductions around the table	<b>1 Week Prior</b> Finalise all content and luncheon arrangements
<b>12.20pm</b> Discussion content introduced by Host	<b>1 Day Prior</b> Leaders will send confirmation and reminder of attendance
<b>12.30pm</b> <i>Lunch served.</i> Roundtable discussion	<b>1 Day After</b> Send thank you, offer further information
<b>1.30pm</b> <i>Tea &amp; Coffee served.</i> Discussion continues	<b>Other Activities After</b> Add attendees to newsletters or similar informative material, and add to invitation lists to seminars, etc.
<b>1.45pm</b> Conclusion of formal discussion	
<b>2.00pm</b> Last guests depart	

The following guidelines are designed to assist the host in maximising their value from hosting the roundtable luncheon:

- **Content:** Content should be kept in "plain English" whilst being of the highest level.
- **Real Life Case-Studies:** Are strongly encouraged using personal insights of the presenter and their organisation.
- **Handouts:** Are encouraged and should include a copy of your contact details and other information.
- **Promotional Material:** You are welcome to include information in attendee handouts about your organization and services.
- **Lunch:** Minimum standard would be gourmet sandwiches or a light meal, as well as wine, juice, tea & coffee.
- **PowerPoint Slides:** are not recommended. Rather, a handout with relevant information is preferred.



**REACH YOUR PEAK.**

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