

Whether you're attending a club meeting with 5, 10, or 100 people, there is no reason why you shouldn't make yourself stand out as one of the most professional looking (and acting) people there. "How can I do that?!" you might ask. Below, we've collected some of the most critical do's and don't's of professionalism during meetings, presentations, and panels. Hopefully, you can use this guide to master your professionalism skills.

DO!

- **DO dress business casual**, especially if you intend to network with some professionals. If you're confused about what business casual entails, then check out this [reddit post](#) or this [dummies guide](#) to help you along. By attending the meeting you are representing yourself, the club, and the school. Also, be sure you're showered and clean before the presentation. Nothing is a turnoff for professionals like an unkempt appearance. Good appearances can help make a strong and key first impression!
- **DO ask good questions!** When the presenters open up their time to questions from everyone, be sure to take advantage of that and ask some good questions about their programs or services. It may not sound like much, but presenters like to engage in conversations, and a few [solid questions](#) will make a great impression.
- **DO network, network, network!** If the presenters say they're willing to speak with individuals afterwards, that's your cue to go up and talk to them! Getting a job is all about making your name and face known, and you can't do that if you remain seated after the presentation. "I don't know what to talk about! How can I talk to them?" It's simple, really. Give them a quick spiel about your story and your goals, and ask what they think. Talk about something in their presentation that caught your attention; anything! Remember to be brief, though. Chances are, there are other people who want to speak with the presenters, and you aren't the only one they want to speak with.
- **DO bring your resume.** You never know what kind of opportunities may be presented at a panel or presentation. Having a copy of your resume is a sign of well-preparedness; it lets the professionals learn more about you, and some professionals hand resumes they like to the main recruiting officer. What a great way to score an opportunity for an interview! If you need help with your resume, talk to an experienced member and ask for some!
- **DO learn a little about the company** before attending the presentation. Whether it's the wikipedia page or the "About Us" page on the company's website, it's always good to have a little bit of knowledge so you can both understand the presentation better, and ask good questions. [Here's a handy guide to help you.](#)

DON'T!

- **DON'T use your cell phone or laptop** during the presentation! Even if it's to take notes or jot down a quick thought, use pen and paper to do so. Nobody knows what's on your screen, and, to a presenter, typing a question to ask later on your phone looks the same as making social plans. Stay away from electronics and stick to a simple pencil and paper for all of your notes and thoughts.
- **DON'T arrive late!** Don't be *that guy*, and it'll make your life much easier. When in doubt, arrive [five minutes earlier](#); you'll score yourself some free food, sign in, and get a better seat. Plus, you won't be the individual in the presenter's mind who rudely arrived late. It's best to be punctual!
- **DON'T talk during the presentation.** Both the clubs and the companies go through a lot of time and effort to make these presentations as helpful and comfortable for all attendees. While it isn't rude to briefly step outside to use the restroom or answer an important phone call, talking to the person seated next to you is inappropriate in this kind of setting. Please respect the speaker's' efforts and give them your complete attention and undivided focus.

***A side note about food:** please do eat the food that's provided! The food that clubs bring to presentations are for you to enjoy. As long as you wait until the conclusion of the presentation to grab seconds, feel free to nibble on lunch during the presentation. However, it is important that you clean your mouth and face before speaking to any of the professionals.. The last thing you want is for a piece of salad to be stuck in your teeth when making a first impression!*

If anything on this list is unclear, send us an email at actrlsoc@stern.nyu.edu, and we'll help you out!