



# ROMBA 2020

## PRIVATE RECEPTIONS AT ROMBA 2020 OCTOBER 5

See below for some directions and deadlines for hosting a private reception at this year’s ROMBA conference:

### PRIOR TO THE RECEPTION:

- Send a complete list of invitees, both names and emails, to [Paul Thaler](#) no later than Friday, September 25. This list must include *all attendees, including company reps.*
- Indicate on the list who will be the reception host. Each reception must have a host, who will be responsible for opening and running the session.
- You can source invitees through student interest reports, the GradLeaders portal, or through the Pathable virtual community that opens September 16th.
- By early October, all private receptions will be added only to the agendas of those invited.
- Like most ROMBA sessions, the receptions will take place via Zoom via Pathable. If you prefer to host the reception outside of the ROMBA platform and on your own company platform, that’s fine too – just let us know by Sept 25. If you choose to do this, you will be responsible for communicating your platform / attendance instructions to your invitee.

We are offering several trainings the week of September 28 that will allow you to get into the Pathable platform and make sure you’re set for you meal. [You can sign up for a session here.](#)

### DURING THE RECEPTION:

- The host will open the session and admit people to the reception.
- The host will also manage breakout rooms is you desire to use them.
- During the meeting, the host may turn over host duties to someone else in the room by selecting that person, and clicking “Make Host”.
- As we are hosting multiple receptions at once, there will not be a staff member at each reception. We will be on hand, but depending on other receptions, may take us some time to join for any troubleshooting. **There will not be a staff member at each dinner.**

Every person invited MUST be registered to attend the conference with the same email they’ll use to join the meal so that they have access to the Pathable system.

Please forward any questions to Paul Thaler at [pthaler@reachingoutmba.org](mailto:pthaler@reachingoutmba.org).



REACHING OUT

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