The Institution of Engineering and Technology

LOCAL NETWORK EVENTS

Graduation day reception

This event is designed to recruit members to the IET either by the LN sponsoring an existing event, or, if that is not possible, to host a reception for new graduates qualifying in disciplines appropriate to membership of the IET, following their graduation ceremony.

Please note that this format can be applied to any educational establishment whereby students are completing their studies and moving on to the world of work. In particular it will fit well with the graduation of the new 'Modern Apprentices' thus allowing the LN to foster better links with the apprentices' employees as well as the vocational educational institution.

Fitting into the IET corporate ambition

The aims of the event are:

- to showcase the IET and explain its role in helping the future careers of graduates in SET disciplines
- to recruit the new graduates as members
- to secure continued membership for those graduates who had previously joined as student members
- to build a stronger relationship with the educational establishment.

Using the LN event Framework

There are ten steps to putting on any LN event. This Event in a Box follows these steps:

1. Decide what the LN wants to achieve from the event
2. Decide who you want at the event in order to achieve the desired outcome
3. Choose the content for the plenary session that will encourage the correct people to attend
4. Decide what the volunteers have to do during the event to achieve their outcome
5. Keep on top of the money side of things
6. Set up the event
7. Market the event
8. Ensure the event goes well
9. Follow up where appropriate
10. Evaluate and learn

1. Decide what the volunteers have to do during the event to achieve the desired outcome

The desired outcome of this event is to recruit more members to the IET (this includes securing continuing full membership from those who are student members).

There are subsidiary aims as well:

- to develop a relationship between the LN and the educational establishment concerned
- to recruit more volunteers and activists from both existing members and from the new recruits
- to inform the graduates' guests how the IET works to help its members throughout their careers
- to reinforce the importance and benefits of Professional Registration for members' careers.

2. Decide who you want at the event in order to achieve the desired outcome

This event is aimed at graduates qualifying in disciplines appropriate to membership of the IET and their guests (usually their parents or other family members), along with representatives of the appropriate university faculty. They will be invited to join local IET members for refreshments at a venue in their university (or near their graduation location).

3. Choose the content for the plenary session that will encourage the correct people to attend

The LN should establish the timetable of the graduation day with the university. This will help inform the plenary session and enable the LN to design the most appropriate way to interact with the target audience.

This is best planned as an informal reception, with appropriate food and drink.

The event should be scheduled to last for a maximum of 90 minutes, but it is expected that it would start to tail off after about 60-70 minutes.

Plan for two short speeches to start within 15-20 minutes of the advertised start time.

Speech one: someone associated with SET from the university (e.g. Dean of Engineering)

The speech should be no more than 4 minutes and should include:

- a welcome
- thanks to the IET for sponsoring the event
- reinforce merit of the potential benefits of the IET to future careers

Speech two: LN members

The speech should be 11 minutes max and include:

- an overview of the Institution and what it does
- benefits available by becoming involved with a LN
- a toast proposed to 'Our future careers'
- a reminder about joining up today and the fact that plenty of willing IET members are in the room able to talk about membership and its benefits
- an appeal directly to parents to pay for their offspring's first year of membership as a graduate.

Total speech time 15 minutes.

Notes

This reception gives something formal for the graduates to do with their guests (most likely their parents) straight after the ceremony.

It gives a chance for the graduates and their guests to celebrate their success together and to toast their future careers, before the graduates head off for a more traditional celebration with their peers!

4. Decide what the volunteers have to do during the event achieve their outcome

Volunteers will be expected to recruit at the event as well as explain and provide information.

The event will be fairly informal, with LN members circulating and mixing with the graduates and their guests to explain how the IET can benefit the recruitment process and future careers. Recruitment will be based around the benefits of membership – MIET, ongoing personal development and Professional Registration.

Speeches start early to allow for the context of the event to be explained, leaving sufficient time for the LN helpers to circulate afterwards and continue recruiting.

However, guests will start to leave within around 20 minutes of the end of the speeches, so LN helpers should start to build a rapport with the invited guests before the speeches, so that the recruitment can continue afterwards.

It is important to note that parents may often pay the initial membership fee for their offspring, so make sure to include them as much as the graduates in your discussion.

Volunteers are also needed for specific tasks too (See section 8: People). All existing members helping at the event should have name badges to identify them as such.

5. Keep on top of the money side of things

Setting a budget for this event initially will rely on discussions and negotiations with the venue concerned, as you will be driven by their costs for room hire and refreshments. It is perfectly reasonable to negotiate on prices.

Your costs are likely to be:

- venue hire, including sound equipment and staging
- refreshments
- room signage and branding

- letters, invitation cards, posters and other publicity materials to market the event and build an audience
- membership forms, pens, information leaflets, clipboards etc. used for recruitment during the event
- information pack about the IET and its benefits to graduates
- follow-up communications – letters to attendees.

The online Marketing Toolkit provides many of the materials required to effectively market your event.

6. Set up the event

There is usually someone in charge of Graduation Ceremonies at each university. They may work to, or alongside, the Alumni Relations Manager. These are the two key people that you need to deal with. You also need the support of the appropriate SET faculty.

The initial approach to the university/faculty is best made through the IET Student Adviser if there is one. They will be a strong advocate internally. If there is no Student Adviser, there may be IET members working in senior roles within the faculty. If there is no existing contact, then simply phone the Dean of the appropriate faculty and the Alumni Relations Manager.

If there are no IET contacts already in the university then your first contact should be verbal, either over the phone or at a face-to-face meeting. You should explain:

- the concept and what the IET would like to do
- the benefit to the university of association with an organisation as prestigious as the IET
- that it is hoped this would be repeated annually for as many graduation ceremonies as appropriate for the IET's ambitions
- that the IET members locally would like a closer relationship with the faculty.

Once agreement in principle has been reached, then confirm in writing and start planning. There will be subsequent meetings with appropriate people at the university.

The date will be set by the University. It is better to have a separate event, hosted by the IET, for graduates in suitable disciplines. It might be possible only to sponsor the main university graduation reception, but this is likely to cross into disciplines whereby graduates are unlikely to join and thus the costs might not produce the best return.

The event should start 30 minutes after the graduation ceremony ends which allows for photographs to be taken, for graduates to get to the reception venue and minimises the likelihood of some graduates disappearing.

The event should be held in a room close to where the graduation ceremony is (preferably in the same building). Choose a room that:

- is suitably sized and welcoming
- is conducive to the guests enjoying themselves and circulating
- contains a suitable area for speeches, for refreshments and an information desk.

7. Market the event

This event must be set up as being integral to the whole graduation experience.

It should build an expectation that it is repeated every year, and should be called "A Drinks Reception to Toast Your Future Career".

You will need:

- a formal invitation, containing an RSVP card, detailing the start and finish time. The invitation card must go out jointly from the university and the IET and be part of the formal Graduation Day communications. The RSVP should be returned to the LN so that you can monitor numbers.
- a covering letter from the Dean of the Faculty (Appendix D), as part of the invitation, providing the messaging to explain the event and as a personal endorsement of the role that the IET can play in the graduate's future.

Arrange reminder email communications with the Alumni Relations Manager as a means of encouraging greater attendance.

There are templates and marketing materials available via the online Marketing Toolkit.

Notes

LN members should use their network contacts to encourage staff and lecturers from the university to promote attendance amongst the graduates. Word of mouth is always a powerful method to persuade graduates of the benefits of attending. After all, this is a free drinks reception for the graduate and their guests, and a huge help to the graduates' future careers - if they join the IET it could be the start of something big for those graduates who attend.

8. Ensure the event goes well

Refreshments

The size of the event will be determined in conjunction with the university, and is likely to be for around 300+ people (when the graduates' guests are taken into account).

Meet with the caterers (usually in-house from the venue, but if not, you will have to source caterers and arrange access for them) and agree menus and price. Things to consider are:

- drinks on arrival and top-ups
- a glass of sparkling wine for everyone to drink a toast at the end of the speeches. Make sure this is being distributed at the appropriate time
- the food should be simple; nibble-type, finger food
- food should only be served once the speeches have finished
- cater for vegetarians and vegans
- a good rule of thumb is to make about 65% of all food ordered vegetarian as most meat-eaters are omnivores, thus giving the best chance for everyone to get something appropriate.

People

One person must be in overall charge of running the event. This must not be one of the speakers, as they must be able to concentrate on making the whole event run smoothly, always be available to make decisions and be flexible about the running of the event. 15-20 volunteers would be best for around 300 participants.

The most important job is to interact with the graduates, especially to encourage them to join up there and then in full. This is an ideal kind of event to encourage more of your volunteers to help out, and a nice, friendly environment to meet potential new members, to share some of their experiences of working in the world of SET and even to spot potential talent for the future.

All volunteers should come for a briefing before the event starts so that they know what is expected of them. Volunteers must wear IET name badges and be equipped with clipboards, pens, membership forms and recruitment business cards.

Welcome desk

It is important to get everyone checked in quickly and smoothly as the speeches will start soon after the advertised start time so we don't want people missing them because they are still queuing to get in.

With around 300 guests this may take up to 5 people, but once most people have arrived 3 of these 5 can join the guests for networking and recruiting. It is often easiest to have each of the 5 signing-in stations looking after a section of the alphabet so each has approximately 60 people to book in. You will need adequate signage to facilitate this.

Tick off attendees against pre-printed lists (taken from the RSVP cards) and have a secondary list of those who were invited but failed to RSVP, in case they decide to come along.

Ensure we have contact details for all attendees (both graduates and their guests, especially if their guests are their parents). Ask the participants to check their details, and amend if necessary, upon signing in. We will communicate in the future with the parents of any graduate who didn't join at the reception. Their address also provides a means of contacting the graduate, as any correspondence is likely to be passed on.

Information table

The information table must be in a different location to the welcome desk, otherwise it will cause extra

congestion on arrival. We need people to arrive, sign in and then move away to allow others to sign in.

The information table will only need 1-2 people to staff it at any one time. As most of the explanation about the IET will happen by the volunteers who are circulating, the information table will simply be a place to collect information from - not to stay and chat. It must always be staffed by at least one person so that the IET appears welcoming.

The Room(s)

You will need volunteers to help set up the rooms. Consider signage, branding, speakers' stage, sound system, putting out the IET information etc. Make sure there is sufficient signage for the audience to find the venue too. Once this work is completed, these volunteers can participate in circulating and recruiting.

Set up the room to encourage the audience to stand and circulate. Provide a small number of seats for any who may need them, but too many chairs make it a very static event as most people sit down and then stay seated without moving. This makes it harder to network.

A largely standing audience means that care must be given to the positioning of the stage, and the speakers may need to be on a raised platform in order for everyone to see them. Any staging and branding required for the speakers must be arranged and a microphone system etc. must be booked and set up.

Arrange any other room branding. The online Marketing Toolkit contains new templates and other material to use at LN events. It is also possible to order an IET pull up banner stand for room branding from the team at Stevenage.

Make sure too that there are plenty of pens and membership forms around the room, and that completed forms are collected efficiently, especially on the way out. Of course, it is always better to encourage the joining members to fill out the forms there and then.

9. Follow up where appropriate

A future contact address for every graduate is to be collected.

A pack of information about the IET, with emphasis on joining, will be provided for each new graduate who did not join at the event.

The following sample letters are included in the appendices:

- letter from IET to all attendees who did not join on the day (Appendix E)
- letter to parents extolling the virtues of IET membership for their newly graduated offspring (Appendix F)
- thank you letters to university and speaker (Appendix G)
- letter from LN Chair to new recruit (Appendix H) (NB This may need to be co-ordinated with other LNs as the address of the newly-joined member may be in a different area to the university).

10. Evaluate and learn

With this 10-step approach, it is simple to share learning amongst LNs, so that we are always working to the best models for local circumstances.

This means that evaluating each event becomes helpful to more than just your own LN. The lessons you have drawn from staging this event, and the things that you would do differently the next time, will be invaluable to other LNs who intend to put on this kind of event in the future.

There will also be lessons from this particular event that both you and other LNs can apply to any future event you hold.

Attention should be paid to the following areas in order to evaluate, learn and improve for future events:

- reducing costs, especially for venue and refreshments
- getting the best venue to maximise and secure footfall
- building an appropriate audience of undergraduates suitable for membership of the IET

- making this reception an integral part of the whole graduation day experience for these undergraduates
- maximising recruitment at the reception itself
- integrating the graduates further into the life of the LN subsequent to the reception
- getting more volunteers.

Remember, the event only ends when you have collated your learning points from it. If you switch off when the last participant leaves you will lose valuable information. Record your evaluations soon after the event has ended so you can make best use of them.

Appendix A

Speaker's briefing and bullet points

Both the speakers need to be charismatic and good at speaking publicly. Their job is to inspire the room, so if they are not competent at public speaking we will not get many new members. They are there to form the centrepiece of the event and to set the scene for the work being done subsequently by LN members in the room, who will move around and engage the graduates and their guests following the speeches, with a view to encouraging them to sign up there and then.

The IET speaker has to be able to use anecdotes and stories from their career to illustrate the benefits of the IET to a career – and some of them should be funny too!

One person from the LN has to be responsible for overseeing the content of all speeches to check they are interesting, entertaining and on message. They also need to make sure that they are kept to timings. If the speeches are too long we will lose people's attention in this setting as well as eat into recruitment time.

a) SET speaker from university (e.g. Dean of faculty) – max 4 minutes total to include the following:

- thank you for coming
- thank you to IET for sponsoring this event
- university has started the students out in their potential careers in SET – now the IET can take over guiding much of their personal development and improvement
- the best thing a graduate can do is join up now
- introduce next speaker
- explain that food will be served after the speakers have finished, starting with sparkling wine to drink a toast (to future careers) at the end of the speeches.

b) IET overview speaker – max 11 minutes to include the following:

- what the IET offers – The Knowledge Network
- it allows you to get ahead in your career and to have a good career
- personal development
- Professional Registration
- refer to an employer who can say that s/he would always prefer to employ someone who is a member of a professional Institution because it demonstrates a commitment to improvement and personal development.
- how membership of the IET has made a difference to my career
- the network that you can tap into at a more local level
- anecdotes – e.g. "When I first started my career after graduation …"
- proposes toast to "Our future careers".

Appendix B

Briefing for LN volunteers helping out

The most important thing is to encourage graduates to join the IET. That means understanding the reasons why people join, and the benefits to be gained. The recruitment business card is very helpful for this task. This card summarises the five main reasons why members told us they joined the IET and the main personal benefits they get out of it.

The volunteers should be able to chat about their own careers a little, and be able to tell anecdotes about how the IET has benefited them. It should be easy for them to find tales that illustrate each of the 5 reasons for being a member.

These 5 reasons are:

- **personal development**
  IET membership helps to develop your professional skills ready for your next career move
- **knowledge**
  the IET enables you to learn from, educate and exchange ideas with scientists, engineers and technicians around the world
- **status**
  Professional Registration through the IET is your key to peer group recognition and a springboard for further success
- **influencing**
  IET members are mentors and role models for the next generation of top scientists and engineers
- **shaping the future**
  IET members are at the forefront of today's innovations and are helping to find solutions to tomorrow's problems.

Before the speeches, the volunteers' task is just to break the ice, make people feel welcome and develop a rapport with them. After the speeches we want them to work hard at recruiting. After all, the main beneficiaries are going to be both the graduate themselves because of all the great things the IET offers them, and the Local Networks who are going to get new young blood joining them. Everyone wins from recruiting at this event.

The beauty of this event is that the parents of the graduates are likely to be present and will be most encouraging of their child to join. The parents, being older and more worldly-wise will be able to understand the bigger picture and pick up on many of the benefits likely to accrue from IET membership. They will also be both proud of their child's achievements in graduating and ambitious for their child's future.

Our volunteers working the room should be aware of this potential dynamic and make sure they are engaging with parents as well as the graduate about the benefits of IET membership. We anticipate that many parents will pay for at least the first year's membership fee on behalf of their child, perhaps as a graduation present.

Appendix C

Checklist for the event

- ☐ Lead LN member agreed to co-ordinate
- ☐ Agreement with Dean for the reception to go ahead
- ☐ Venue booked
- ☐ Refreshments booked – 65% vegetarian
- ☐ Invitations sent out
- ☐ Numbers checked against RSVP cards and refreshments amended accordingly
- ☐ Audience building, especially through working with faculty staff
- ☐ Speakers agreed and briefed
- ☐ Speakers' speeches vetted
- ☐ Volunteers recruited for the day
- ☐ Volunteers briefed
- ☐ Room set up
- ☐ Microphone and speakers
- ☐ Staging if necessary for invited speakers
- ☐ Welcome table
- ☐ Information table
- ☐ Signage and branding
- ☐ Small number of chairs only
- ☐ DVD/Video of IET and computers around the room to play it on a loop
- ☐ Information packs etc. re IET available
- ☐ Recruitment forms, clipboards and pens
- ☐ Name badges for volunteers
- ☐ Invitation list prepared in alpha groupings to facilitate arrival of graduates and their guests
- ☐ Pro-forma for collecting future contact details
- ☐ Follow-up programme prepared
- ☐ Responsibilities for execution of follow-up programme agreed

Needed to be produced

- ☐ Branding for room
- ☐ Branding for speakers (e.g. pop-up stand)
- ☐ Material for information table, including table covering and any branding/signage necessary
- ☐ Pack for each graduate
- ☐ Name badges for each LN member helping at the event
- ☐ Sign in / future contact sheet for each graduate attending the reception
- ☐ Contact sheet for parents attending as guests of the graduates
- ☐ Clipboards/membership forms for members to use
- ☐ IET recruitment credit cards
- ☐ A welcome pack for everyone who joins up at the event to take away with them
- ☐ Invitations for graduates – Invite card, RSVP card, covering letter from Dean of Faculty
- ☐ Letters to set up event and to confirm arrangements with e.g. venue, caterers etc.

Appendix D

Sample letter a) Covering letter for invitation card from the Dean of Faculty

Dear xxxxxxx
Invitation to a reception to toast your future career
Date, time, venue

First of all, I would like to offer my congratulations on your graduation and to say that the engineering faculty is delighted by the success of its students and pleased that you have chosen to specialise in engineering and science.

The graduation ceremony is always the highlight of our academic year and this year I want to make it a little more special by inviting you and your guests to a reception after the ceremony to be sponsored by the Institution of Engineering and Technology.

The reception, to be at held in the **xxxxxxxxxxx at Xpm**, will be an excellent opportunity for you to chat with fellow students and their guests, to hear a few well-chosen words from myself, to hear more about the IET and to toast the success of your chosen career.

I hope that you feel that the Engineering Faculty here have provided you with academic support and advice throughout your time as a student. It was our job to equip you with the skills to allow you to choose your first job in the field of engineering and science, but as you continue your career it will be vital for you to continue to learn, develop your abilities in your chosen profession and to be able to move on to bigger and better things.

Therefore I would commend the Institution of Engineering and Technology to you as the perfect body to help you do all that. The IET is the leading professional membership organisation for people working and studying in the fields of engineering, science and technology. More than 150,000 people are members of the IET throughout the world, forming a knowledge network of unparalleled expertise. Of particular importance is the opportunity for members to achieve Professional Registration, an essential requirement for advancement within the world of work.

I have heard people describe joining the IET as like joining 'the world's best recruitment agency' and I know employers say that IET members 'seem always to be looking to develop their skills and career'. It is comments such as these that make me believe that the IET will prove invaluable throughout your career.

So my advice to you is to come along, hear some words of wisdom from the top table, have a drink or two and a sandwich, but more than that, take the time to speak to IET members there about how the Institution can help your career in this most exciting and rewarding discipline of engineering and science.

To secure your attendance and those of your guests please complete the enclosed reply card and send it back straightaway. I look forward to drinking a toast to your future careers with you on **xxth month**.

With my very best wishes for your future success
Name, Dean of Engineering

Appendix E

Sample letter b) Letter from IET to all attendees who did not join on the day

Dear Mr/Ms XXX,

It was great to meet you at our recent Institution of Engineering and Technology graduate reception at **Anywhere University**. Once again, many congratulations on gaining your degree.

As you are now embarking on the next stage in your career, I would like to take this opportunity to let you know about how being a member of the IET can be of real benefit to you in the years ahead.

The IET is the leading professional membership organisation for people working and studying in the fields of engineering, science and technology. More than 150,000 people are members of the IET throughout the world, forming a knowledge network of unparalleled expertise.We offer a unique forum for our members to exchange ideas and spread understanding, creating a special environment for personal and career development. Of particular importance is the opportunity for members to achieve Professional Registration, an essential requirement for advancement within the world of work.

Along with the substantial benefits offered for career development, membership of the IET will also enable you to meet and engage with like-minded people. Our local and technical networks are dynamic centres for developing new thinking and shaping ideas that can have a major impact on specialist topics and wider society. Many members greatly enjoy such activity and the contribution it can make to debate and progress.

The IET is leading the way in offering high quality, professional services to our members across the globe. To enjoy the same benefits and career opportunities as fellow professionals working and studying in engineering, science and technology, simply complete the enclosed membership form.

I look forward to welcoming you to our Institution and delivering the services you want in your future professional career.

Yours sincerely,

Mr(s) Local Network Chair

Appendix F

Sample letter c) Letter to parents extolling the virtues of IET membership for their newly graduated offspring

Dear Mr/Ms XXX,

Thank you for taking the time to attend our recent Institution of Engineering and Technology graduate reception at **Anywhere University**. We are delighted to be able to offer our congratulations to your son/daughter on the achievement of obtaining their degree.

It is vital that the choices made at this time by your son/daughter give them the best possible chance in their working life ahead and I would like to take this opportunity to let you know about how being a member of the IET can be of real benefit for the careers of new graduates.

The IET is the leading professional membership organisation for people working and studying in the fields of engineering, science and technology. More than 150,000 people are members of the IET throughout the world, forming a knowledge network of unparalleled expertise.We offer a unique forum for our members to exchange ideas and spread understanding, creating a special environment for personal and career development. Of particular importance is the opportunity for members to achieve Professional Registration, an essential requirement for advancement within the world of work.

Along with the substantial benefits offered for career development, membership of the IET also brings individuals together to meet and engage with other like-minded people. Our local and technical networks are dynamic centres for developing new thinking and shaping ideas that can have a major impact on specialist topics and wider society. Many members greatly enjoy such activity and the contribution it can make to debate and progress.

The IET is leading the way in offering high quality, professional services to our members across the globe. To ensure your son/daughter can enjoy the same benefits and career opportunities as fellow professionals working and studying in engineering, science and technology, simply get them to complete the enclosed membership form.

I look forward to welcoming your son/daughter to our Institution and providing all the help they need in their future professional career.

Yours sincerely,

Mr(s) Local Network Chair

Appendix G

Sample letter d) Thank you letters to university and speaker

Dear Mr/Ms/Dr/Professor XXX,

I would like to offer my sincere thanks for all of your help with our recent Institution of Engineering and Technology graduate reception. We are delighted to have met with so many graduates from **Anywhere University** and discussed the opportunities and challenges of a life working and studying in engineering, science and technology.

The IET is the leading professional membership organisation for people working in these fields and our growing worldwide membership offers a unique knowledge network for new graduates. Each year, thousands of students obtain a degree and either enter the world of work or undertake further study. The IET offers a professional gateway to new opportunities for personal and career development, crucially important options for those starting out in post-graduate life.

I very much hope that the success of our recent event can be repeated in the future and look forward to speaking with you on how we can continue with this positive relationship.

Once again, thank you for your kind efforts.

Yours sincerely,

Mr(s) Local Network Chair

Appendix H

Sample letter e) Letter from LN Chair to new recruit

Dear xxxxxx

I am writing to congratulate you on your recent graduation and to welcome you to the Institution of Engineering and Technology on behalf of your IET Local Network.

The IET is the leading professional membership organisation for people working and studying in the fields of engineering, science and technology and you are joining more than 150,000 members of the IET throughout the world, forming a knowledge network of unparalleled expertise.

In the Local Networks we offer a unique forum for our members to exchange ideas and spread understanding, creating a special environment for personal and career development. Along with our more specialist Technical Networks we provide a dynamic centre for developing new thinking and shaping ideas that can have a major impact on specialist topics and wider society. Many members greatly enjoy such activity and the contribution it can make to debate and progress.

Along with the substantial benefits offered for career development, membership of the IET will also enable you to meet and engage with like-minded people. Of particular importance is the opportunity for members to achieve Professional Registration, an essential requirement for advancement within the world of work.

The support available and the huge knowledge network is there for you throughout your membership of the IET and I believe it will prove invaluable to your career.

I look forward to meeting you at one of our events soon, and will call you shortly to introduce myself in person. Our next event is on **xxth month**, to be held at **Address of Venue** and will be a talk about **Title of Event** given by **Name of Speaker(s)**. There'll be plenty of opportunity to meet other members in the informal bits both before and after the talk, accompanied by a drink of something and a nibble. It would be great if you could make it.

Yours sincerely,

Mr(s) Local Network Chair