Every guest leaves knowing someone new.

Guests scan a QR code, join in under a minute without an account, and at each break meet one person worth knowing. You choose when the rounds run. We pair people, tell each pair why, and give them something to talk about.

BEFORE The week before

- **Create the event** with its name, date, place and a one-line purpose. Check-in opens two hours before the start.
- **Create the join link** to get your link, a QR poster and a six-character code.
- **Name 3 to 5 meeting spots**, like "Coffee bar" or "By the stage". Each pair is sent to the least busy one.
- **Upload your guest list** if you have one. A guest who types the email you listed finds their place. We email only people already active in your community.
- **Add a co-host** so someone can run rounds while you're on stage.

DOORS As people arrive

- **Scan your own QR code** shortly before doors open, so you know what guests will see.
- Put the QR code where people queue: the entrance, the registration desk, the first slide.
- Guests give their name, an optional work email and up to three interests. They see "You're in!" and keep the page open. On another phone, we email them a one-hour link.

SAY IT OUT LOUD

"Scan the code, tell us three things you're into, and at the break we'll introduce you to someone you should meet."

BREAKS At every break

1. Open your event, go to **Coffees**, select `Run a round`, then `Run round`.
2. Everyone checked in gets one person, a spot to meet, a shared color to find each other by, why they were paired and a few conversation starters.
3. Announce it: "Check your phone, your introduction is waiting. Hold up your color."

People already introduced are never paired twice. Each sees a first name until both say they met, though a LinkedIn link, if added, can show a full name. With an odd number, one person waits. Go and say hello. Between breaks, ask a live poll from **Today** and show the totals on the big screen.

AFTER When it's over

- Guests can keep the people they met by claiming a profile from their event page. It's their choice.
- **How it went** shows turnout, introductions made, pairs who met, and your poll and feedback totals. Feedback stays open for 14 days.
- Send a short thank-you that names the moment, like "120 introductions over three breaks."
- If your event belongs to a community, invite the guests you'd like to keep. Only an invitation makes someone a member.

You can see

- Who checked in
- Who was paired in each round
- Totals: met, spots, topics
- Question answers
- Help requests

You can't see

- What anyone talked about
- Which pair went to which spot
- A guest's private notes
- Phone numbers on your list

Run rounds at breaks

Never during a talk. People need 10 to 15 minutes to find each other.

Say it every time

A round announced out loud gets far more people moving than one that isn't.

Look after the odd one out

The person waiting is your guest. Introduce them yourself.

End with a moment

"Hands up if you met someone new tonight."