



# YOUR PASS+ GUIDE



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### WHAT IS PASS+?

PASS+ gives you FREE access to an Athena meeting, there are no additional fees to be paid and this is another benefit of membership. You are encouraged to visit as many other meetings as you have time for (please ensure that you have sufficient time to follow up from your meetings).

We have 130+ meetings that are being hosted in the UK and that includes 18+ Cappuccino Connections. We are launching International groups and you will also have access to those when they are launched (if the time zones work for you)

### HOW TO ACTIVATE YOUR PASS+

A calendar of all the meetings available to you in the UK and overseas is available [CLICK HERE](#) to access it. Open the meeting in the calendar and you will find all the meeting details including a link to fill in the PASS+ form.

[CLICK HERE](#) to watch an instructional video to complete your PASS+ request.

NOTE: Our usual meeting guidelines apply, there will be no professional clashes at the meetings, and the Regional Director will manage the dynamics of the mix of industries to ensure that everyone attending has an outstanding experience. This may mean that your request is declined.

Once you have registered and been approved for a meeting using PASS+ we ask that you honour the commitment and attend the meeting as planned.

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*Our intention is to create a simple process for you to be able to access meetings using your PASS+. Please support us by attending the meeting when you have made the commitment.*

## 48 HOURS NOTICE FOR A MEETING

This means TWO WORKING days.

All the Regional Directors are committed to delivering an outstanding meeting, and that includes circulating a delegate list to everyone who is attending.

So that Regional Directors are supported in their administration we would ask that you give them a minimum of 48 hours' notice (TWO WORKING DAYS) to visit a meeting so that they can prepare you for the event and you can still experience "The Athena Way".

## UNIQUE MEETING LINK

Every Regional Director has their own Zoom meeting room so you will be emailed a unique link for the meeting you are attending.

## MULTIPLE VISITS TO THE SAME GROUP

Consecutive visit requests to the same group will not be accepted by the Regional Director. Our intention is to manage the dynamics of a group and ensure that there is a diverse mix of professions at each of the meetings. Our recommendation is that you request to visit every other month or quarterly. Make the most of 'travelling' to all of our groups.

## PASS+ ETIQUETTE

Unfortunately, we have had instances of "no-shows" at meetings from PASS+ delegates. PASS+ is a bonus for all members and while there is no additional cost to you, the RD is investing their time and admin support (which is a cost to them) to ensure that everyone has a great experience at the meeting.

As a courtesy to the Regional Director and the delegates, attend the meetings you have booked for. If you persistently cancel at the last minute, it may result in the PASS+ privilege being revoked.

## CONDITIONS OF USE

1. **IMPORTANT:** You are expected to attend your own group meeting and at the end of the registration form we do ask for your confirmation that you do not have your own group meeting on the date(s) you have selected on this form.
2. PASS+ is a benefit of membership, to use it you must be a current member of The Athena Network. Should you resign your membership and have PASS+ meetings booked these are to be cancelled.
3. You are committed to attending! Cancellations at the last-minute causes additional administration for the Regional Director and means that another member has missed out on the opportunity to attend
4. Treat your attendance to a meeting using PASS+ 'as if' you had paid for it.

## CONSIDERATIONS

- Is your request more than 48 hours before the meeting? If not request the next month.
- Have you checked that your profession is not locked out in the group you would like to attend?
- Have you planned your networking strategy to support your decisions?
- Have you mapped out your week so that you have sufficient time to follow up?
- Are you committed to attending the meeting once your request is approved?