In-Person Meetup/Event Hosts: Guidelines & Best Practices

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QUANTIC | VALAR

Overview of Duties:

Student/Alumni Host
- Brainstorm at least one, high quality in-person event, providing at least 30 day's notice for scheduling.
- Complete the In-Person Events Application Form.
- After event approval, attend an Information Session and (optional) 1:1 Event Planning Chat with Quantic Staff.
- Inform Quantic of finalized event details by submitting the Events Details Form.
- Create an Eventbrite page for meetup (optional).
- Monitor RSVPs.
- Act as the main point of contact for all attendees.
- Use Quantic funds sent in the form of Visa card for event support only (if applicable/approved).
- Host the event! Have a wonderful time!
- Take lots of photographs, share at least one picture on social media (LinkedIn). #wheredoyouQuantic
- Send Quantic staff photos after the event and final numbers of attendees.

Quantic Staff
- Answer any questions about event ideas, approve (or reject) applications, offer advice.
- Host Information Sessions.
- Organize 1:1 Event Planning Chats to learn more about events and provide advice as needed.
- Act as the main point of contact for local hosts.
- Create a Calendly event to monitor RSVPs (if needed).
- Send an initial email invitation. Send event reminders if needed.
- Ensure the In-Person Meetup is advertised in the Student Network.
- Share feedback (if applicable) with meetup hosts after the event.
- Ensure photographs are shared on relevant social media channels.

Event Guidelines

As the host of a city/local In-Person Meetup or Event you are an ambassador for Quantic/Valar and with this role helping to build inclusive and sustainable events! Please keep in mind that these events are sponsored by Quantic and as such the host (and all guests) are beholden to the Student Code of Conduct. Any reported violations will be investigated on a case-by-case basis. Here is some information about hosting successful events:

- Quantic/Valar does not have a minimum or maximum number of attendees required to host an event. It is up to you to host the number you feel comfortable with.

- Feel free to work with a core group to coordinate events. This can be useful in the case that you cannot make an event last minute. However, please assign one main point of contact to send details along to Quantic staff (events@quantic.edu).

- Quantic will never ask you to pay for anything out of pocket - just your own refreshments! Remember to take into account restaurant/bar policies about splitting the bill or making reservations for larger groups. Reimbursement after hosting an event is not an option unless explicitly discussed and approved of in the event planning process.

- Every city is different and there is plenty of room for creativity as a Host! You will be invited to a 1:1 Event Planning Chat before hosting your first event as an opportunity to share your event details and receive advice as needed. Please don't hesitate to email Quantic staff (events@quantic.edu) to share ideas, to seek advice, or ask any questions you may have in addition to sending Quantic staff your event details.