

Steps for Event Organising

PLAN (X months prior the event) _____



GO THROUGH ALL THE STEPS AND ASK FOR HELP AT THIS POINT IF YOU ARE UNSURE OF ANY OF THE STEPS OR WHO TO CONTACT

- Confirm a co organiser. Ask for help if needed (ie. facilitating, virtual support)
- Contact the speaker: agree on the date, content and can the event be recorded and shared in our open channels.. *Check National **event organising template** for other events and virtual tool availability*
- Add details to [MiB International event calendar](#)
- **Reserve a virtual tool** (Zoom host) and add details to the [national event organising template](#) (remember to add contact details and whether the event will be recorded)
- Create a [Zoom](#) link. Zoom licenses for MiB actives:
MiB1: webinaarit@mib.fi password: Es?2/h8d (max 100 participants)
MiB2: tapahtumat@mib.fi password: /h8dEs?2 (max 100)
MiB3: toimisto@mib.fi password:)H8vEs&3 (max 500)

ORGANISE (1-2 months prior the event) _____



- **Event description** created (or from the speaker) and share it
 - **Share with Lyyti coordinator** at least 1 week before the newsletter deadline (MiB International or local branch)
 - Add the short description and details to the current [newsletter template](#)
 - You can use ready made visuals in the picture bank [here](#) or [here](#)
 - Contact communication if need help with visuals or newsletter
- **Newsletter** deadline for weekly invites for members **every Monday 10am**
- Monthly newsletter dl around the 20th every month (check in Slack or check [here](#))

Note: To have your event on the weekly/monthly group invites, the event content needs to be on the newsletter template and the event ready in Lyyti by the deadline

PROMOTE (2-4 weeks prior the event) _____



- Share material with MiB Int communication team:
 - to promote on Instagram, and LinkedIn if suitable (career and collab. events)
 - If it's an open event and you want it to be promoted in the MiB ry's main FB. (You can also create an event in FB but it's not necessary if there is Lyyti)
- As the organiser you:
 - Share the event pic with Lyyti link if the event is open for all, or share the possible FB event and *engage* people by posting in the event
 - Follow the amount of registration via Lyyti app, promote more if necessary
 - Be active! :)

PREPARE (1-2 weeks prior the event) _____



- Agree on the roles/duties during the event (facilitating, chat moderating, presenting, tech, recording...) Prepare presentation slides ready if needed (open events MiB intro)
- Run through the agenda and check the technicalities prior the event with the speaker if necessary

ACTION _____



- Open the lines at least 15 mins before starting time and start letting people in a few minutes before starting time welcoming them, so they can test their speakers
- In an open event introduce MiB shortly, and encourage people to network in the chat
- Take pics/notes if possible for post-marketing

POST-EVENT ACTIONS (1-7 days after the event)



- Give thanks to the speaker
- Send possible sharable material (presentation) to Lyty coordinator, participants receive feedback survey automatically
- **Share recordings** (*You can ask help from the communication team!*)
 - Drive: [MiB Int recordings](#) [MiB-Drive Tallenteet](#)
 - Facebook: Share drive link with a square pic (create with Canva or use [templates](#)) to [Tallenteet](#) in [MiB jäsenet valtakunnallinen](#) FB group and promote it
 - Youtube: Ask communication team
 - If viewing is not unlimited make sure it's deleted on time

Promote and share recordings and possible other content in MiB channels and external social media if the event was open for all

Remember you can always reach out in

WhatsApp

Slack channels ie. #international #tapahtumatoiminta #kysy_työntekijältä