

ACM Meetup Launch Guide

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Intro

The ACM Local Program helps activate city tech communities at the forefront of computing, regional event organizers in their areas of technical interest and exploration, and support for beginner attendees to Turing award winning speakers. To get started with a new ACM Meetup group, please continue through to our criteria, supported event types, launch, and support.

Criteria

We have three main ingredients that lead to a successful meetup group launch. These are important pieces for us to help setup on Meetup.com platform under the ACM.org handle, and to take advantage of Meetup.com's new group notifications to nearby users.

1. Determine the Name - We start in a region with the name of "ACM <Region>". For instance, "ACM Mumbai" and "ACM Chicago". In both examples, we have SIG Chapters and Pro Chapters posting their events to the same region meetup.
2. Confirm a First Event - Having a confirmed event date & time, talk title, talk abstract, speaker bio, and venue (or conference call URL) is important in launching a new group.
3. More than one Organizer - After the first event, ACM regional meetup group organizers proceed with managing the group moving forward, including events and adding additional organizers. Please be sure to let us know who to invite to lead the new group.

Event Types

Although ACM Chapters do many different events and activities, only a narrower scope of events do well on Meetup.com. Events that are generally standalone, covering an emerging topic area, free, and open to the public do well. Examples include: a lecture on a paper or open software technology, live coding walkthrough, lightning talks, project night lab work, happy hour, etc. Examples that don't work on Meetup.com are chapter business meetings, paid workshops, paid conferences, and paid multi-part courses. These events can still be promoted through Meetup with the email messaging tool.

Launch

Once you have met the criteria above, please reach out to Andrew Conklin - adconk@staff.acm.org - to get started. Andrew will aim to launch a new Meetup group when all criteria has been met, within 48-72 hours of request.

Repetition & Support

Throughout your Event Planning Cycle and ongoing pursuit to have your Meetup Group Calendar populated with 2-3 events perpetually, we will also invite you to occasional ACM Organizer Conference Calls. These calls are optional but help connect organizers across regions to share experiences and help our organizers to gain new insights.