



**Pre-null Meetup  
Handbook v2 2020**



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## *1. HANDBOOK OVERVIEW*

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- **About null**

null the open security community is starting with the new era by introducing the null 2.0.

null is the most active open security community. Registered as a non-profit society in 2010, we have been active since even before that. null is about spreading information security awareness. All our activities such as null Monthly Meets, null Humla, null Bachaav, null Puliya, null Job Portal are for the cause of that.

- **The Purpose of Chapter Handbook**

The purpose of the Chapter Handbook is to provide people with a central place to find information about starting a chapter, organizing a chapter pre-meeting, and many other topics that come up while running a chapter.



## 1. How to Organize Chapter Pre-null meetup

### 1.1 Organizing a Pre-null Chapter Meetup

#### Objective

The primary objective of organizing a pre-null meet is to gauge interest in the people who would like to actively participate in a lively null chapter. We need to ensure that the chapter once started will keep growing even if the initial people who started move on to other things. With a pre-null meet, you will get a good idea of what it takes in organizing, running, and managing a full-fledged null chapter. The following is a checklist that should be followed to ensure a successful meeting

#### Note:

If it is a virtual-pre null meet, then skip Logistics and jump to Schedule

#### Logistics

##### Venue

Having a good venue is very important. A good venue is located in central place for the people who will come and attend the meets. In some cases, this could be in the office premises of some IT/Security company or a college etc. Unless there are exceptional circumstances someone's house is not a good venue.

##### How many people can it accommodate?

How many people can be accommodated at the venue? If more people turn up, they might need to stand. Similarly, a big hall with a handful of people will seem a bit odd.

##### Venue Requirements

###### Compulsory

- ✓ Projector/Screen or Big screen TV to which a laptop can be attached.
- ✓ Access to drinking water.
- ✓ Access to clean restrooms.

###### Good to have

- ✓ Whiteboard.



- ✓ Pens and Paper

### Permission letter for hosting event

Halls, conference rooms etc. can have multiple people in-charge. They might even have multiple events happening on the same day. Having a written permission clearly stating that you can host the pre-null chapter meet will ensure that there are no last-minute hiccups at the venue.

### Time and date

Once you have the venue, you should have clarity about the date of the meet and a clear time. In our experience a good meet can take anywhere between 90 minutes to 250 minutes (1.5 hours to more than 4 hours)

## Schedule

### Introductions

If the number of people is below 20-25 it is a good idea for everyone to do a short introduction about themselves. They can cover the following in the introduction (but not limited to).

- Name and where they work
- How did they hear about **null**?
- What are they expecting to learn from attending the meet?
- What can they contribute in terms of knowledge?

### Speakers and Talks

Select 2 or maximum 3 speakers and give them 30 to 60 minute talking slots. This will ensure a variety of content and more participation from everyone. The selection of speakers needs to be done at least 1 week before the pre-null meets.

Call each speaker personally to ensure they are aware of the following

- ✓ Starting time of the meet.
- ✓ Location of the meet.
- ✓ How much time will they have for their talk?



### Discussions and Feedback session

Keep some time reserved for discussions and feedback. The discussions and feedback sessions should be about the following among other things.

- If people want a monthly null meeting.
- If the venue is in an accessible place.
- If the venue is good for conducting such meetings.
- Did people find the sessions useful.
- How did they get to hear about the meet?
- Are they planning to contribute?
- How are they planning to contribute?

### Announcements

- It is a good idea to announce the date for the next meet (if planned) at the end of the meet.
- Also, any other announcements related to the community can be done here.
- Make sure that no company/person uses this platform to advertise their products/services without permission.

### Keeping a record

You need to send the following to [san@null.co.in](mailto:san@null.co.in), [pankaj@null.co.in](mailto:pankaj@null.co.in) and CC [void@null.co.in](mailto:void@null.co.in) within 1 week of conducting the meet. This can be a simple MS Word/OpenOffice/markdown document

### Photographs are mandatory

- ✓ Take photographs of all the speakers
- ✓ Take photographs of all meeting rooms full of people.
- ✓ Take 1-2 photographs of the venue itself.
- ✓ Upload these to social sites and send the link to us.

### Note:

Take photographs with attendee's consent and ensure they are comfortable taking photographs.

### How to Spread the Word before the pre-null meet



Spreading words about pre-null meet can be done via social media platforms such as Twitter, Facebook, LinkedIn etc.

### **No Spamming**

- We have a strict no-spamming policy. Make sure that you spread the word with permission and not spam anyone about the coming meet.

### **Posters**

- If you are planning to attract a college crowd or company crowd see if you can create a poster and post it on notice boards with permission.

### **Mailing lists**

- You can mention about the meet on the null mailing list and with permission in other local technical mailing lists as well.

## **1.2 Basic requirements to Start Chapter**

### **Venue Requirements [Offline Events]**

#### **Compulsory**

- ✓ Projector/Screen or Big screen TV to which a laptop can be attached.
- ✓ Access to drinking water.
- ✓ Access to clean restrooms.

#### **Good to have**

- ✓ Whiteboard
- ✓ Pens and Paper

### **Requirements [Virtual Events]**

#### **Compulsory**

- ✓ Access to any video communication platforms like [Google Meet, Zoom, Stream yard, Restream, Discord]

#### **Good to have**

- ✓ Platform which can sync with YouTube and do live streaming



## 2. What is not accepted?

- No live hacking session or any activity can be performed beyond the law of the land.
- For events which require internet connection, we recommend using a personal hotspot. Venue internet should only be used after having written permission from the venue management team and the written permission should be shared with the null.
- Physical, verbal, sexual harassment or offensive behavior of any kind during the chapter events/meetups should not be tolerated and chapter leaders should take immediate action in such cases