Organising a pre-null Hacker Meet

Objective

The primary objective of organising a pre-null Hacker 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 hacker meet, you will get a good idea what it involves in organising, running and managing a full-fledged null chapter.

The following is a checklist that should be followed to ensure a successful meeting.

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 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 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 are allowed to host the pre-null hacker 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)

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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.

- ☐ 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

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

- ☐ Call each speaker personally to ensure they are aware of the following
  - ☐ Starting time of the meet.
  - ☐ Location of the meet.
  - ☐ How much time they will 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 located 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?
- ☐ How are you 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 aka@null.co.in within 1 week of conducting the meet. This can be a simple MS Word/OpenOffice Write document

☐ Keeping attendance

- ☐ Note down the following details about the people who attend.

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- ☐ Full name
- ☐ Phone number
- ☐ Email Address

☐ **Photographs are mandatory**

- ☐ Take photographs of all the speakers
- ☐ Take photographs of all meeting rule full of people.
- ☐ Take 1-2 photographs of the venue itself.
- ☐ Upload these to social site and send the link to us.

☐ **Notes from the talk, a write up**

- ☐ Assign a volunteer to take notes about the sessions, discussions and feedback
- ☐ Send this over to us for review.

How to Spread the Word before the pre-null meet

☐ 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.

Send feedback/clarifications to aka@null.co.in