



# TFUG Organiser Guide

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For Lead Organisers in India

[Please do NOT share this externally]



# A strong Start!

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**Step by step guide on hosting your  
chapter on MeetUp**



# Step 1 : Create a Meetup page for your chapter

1. Go to [Start a Meetup Group](#)

**Note** - if the confirmation email is sent to multiple people for the same city, please collaborate together to form “one chapter” only. Having multiple chapters is confusing for everyone.

1. **Setting your group's location** : Select the city you have applied for while filling the application form.
2. **Choosing topics that describe your group's interests** : Select Machine Learning, Tensorflow, Non Profit, AI/ML, Open Source.
3. **Setting your group's name** : Please update is as “**Tensorflow User Group XX**”.  
XX : City Name. Feel free to use standard abbreviations if the city name is more than 6 letters.



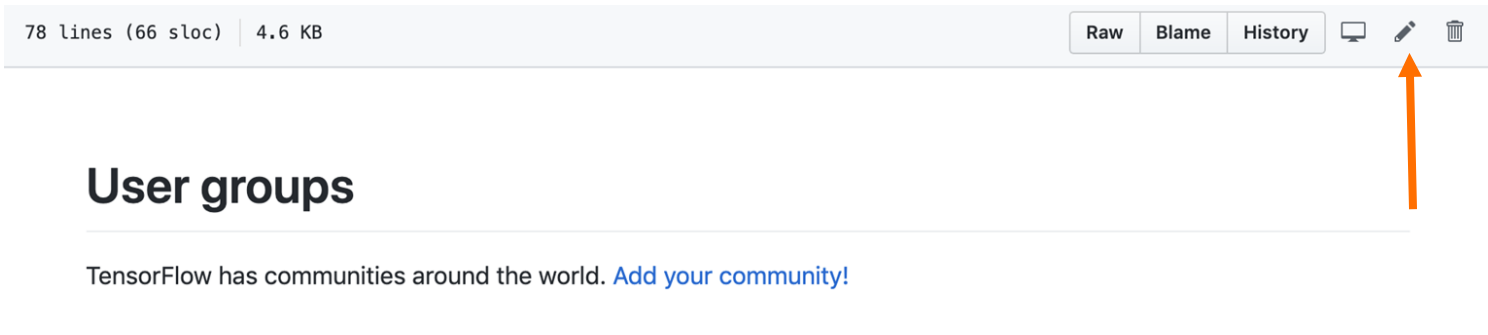
## Step 1 [Cont]

5. **Updating your group description** : Adding details like the events like local community for developers, researchers, users and writers interested in ML. The meetups are composed of events around ML and TF to share best practices, discuss the future technology road-map, upcoming features, technology pitfalls and entire gamut of Google's TF related panoramic technology landscape.  
Mandatory disclaimer - TFUG XX is an independent group; our activities and the opinions expressed here should in no way be linked to Google, the corporation. To learn more about the TFUG program, visit <https://www.tensorflow.org/community>
6. Read through Meetups T&C, **accept and continue** when you agree with them.
7. **Paying the meetup fees** : Kindly complete the payment process as required.



# Step 2 : Create a pull request

- Go to [docs/groups.md at master · tensorflow/docs](#) and click on the **pencil icon** towards the right



- Please ensure to the edit the file in the **fork** of the project



## Step 2 : Create a pull request (Cont)

- Edit the file under **Asia** >> Add \* [TFUG XX (your.meetup.page-link)]
- Propose a file change : Update groups.md as “New Chapter Request for your City name”
- Add additional option description : “Request to start a new TFUG chapter in India”
- Click on “Propose a file change”
- Congratulations! You have successfully created a request for your meetup. Please let [gandhinikita@google.com](mailto:gandhinikita@google.com) know once done.



# Presence on social media

- [Recommended] Share the news about this new community in social media
- Feel free to start your own channels on **Twitter, Facebook and Instagram.**
- Kindly mention the **chapter description similar** to what you have put on **meetup.**
- **Linking** social media pages to **meetup page** is a good idea.
- Your account names can be **@TFUG\_XX**. Keeping the **account/s** open to **public** is a good idea.





# A strong Team!

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# Tips for forming a core team

## Do's and Don'ts

1. Do consider building a team with diverse backgrounds.
2. Do consider folks passionate about community contributions. Nothing can replace that.
3. Do consider folks experienced in technology and community building.
4. Don't start a team with specific executive roles, keep rotating responsibilities.



# Community guidelines

When you join our programs, you're joining a community. And like any growing community, a few ground rules about expected behavior are good for everyone. These guidelines cover both online (e.g. mailing lists, social channels) and offline (e.g. in-person meetups) behavior.

Violations of this code of conduct can result in members being removed from the program. Use your best judgement, and if you'd like more clarity or have questions feel free to reach out.

**Be nice.** We're all part of the same community, so be friendly, welcoming, and generally a nice person. Be someone that other people want to be around.

**Be respectful and constructive.** Remember to be respectful and constructive with your communication to fellow members. Don't get into flamewars, make personal attacks, vent, or rant unconstructively. Everyone should take responsibility for the community and take the initiative to diffuse tension and stop a negative thread as early as possible.

**Be collaborative.** Work together! We can learn a lot from each other. Share knowledge, and help each other out.

**Participate.** Join in on discussions, show up for in-person meetings regularly, offer feedback, and help implement that feedback.

**Step down considerably.** If you have some form of responsibility in your community, be aware of your own constraints. If you know that a new job or personal situation will limit your time, find someone who can take over for you and transfer the relevant information (contacts, passwords, etc.) for a smooth transition.

**Basic etiquette for online discussions.** Don't send messages to a big list that only need to go to one person. Keep off topic conversations to a minimum. Don't be spammy by advertising or promoting personal projects which are off topic.



# Questions?

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Feel free to reach out to [gandhinikita@google.com/](mailto:gandhinikita@google.com)  
[biswajeet@google.com](mailto:biswajeet@google.com)