

Thank you for being a part of the Global Power Platform Bootcamp team! As a community leader, we need your support to make this the biggest global power platform Bootcamp. It's so exciting to have you and here's the cheat sheet on helping you to create the GPPP experience that's consistent across the globe.

Being a GPPB organizer is a great experience and it's also a big commitment. Here's a list of responsibilities for your review.

Cheatsheet 1 - From now up to the big day

Registration

Your event requires a publicly available registration page, this can be done using meetup, Eventbrite or other similar portals. The event must be open to all people that subscribe, on a first-come, first-serve basis. The event must be free of charge.

If you'd like to update any information regarding your registration on the website, please email us at admin@powerplatformbootcamp.com

Delivery Platform

To finalize a Virtual delivery platform that works best for you, we recommend using Microsoft Teams. Please reach out if you need assistance with it.

Content

You agree to organize a call for speakers for the event, for call for speakers (CFS) you can use sessionize. If you'd like to update any information regarding your CFS registration on the website, please email us at admin@powerplatformbootcamp.com

The theme of the event is the Power platform and the content should be focussed or related to the Power platform.

Speaker's presentation template: Speakers are encouraged to use this presentation template for their session

<https://github.com/Global-Power-Platform-Bootcamp/GPPB2022/tree/main/Event%20Materials/Speaker>

Promotion & Sponsors

To make this day awesome you may arrange for sponsors so you can get support and provide swags!!

Promote your event at the right channels so you get in the right people.

Event promotion template: Please feel free to modify this template as per your local event to promote it.

<https://github.com/Global-Power-Platform-Bootcamp/GPPB2022/tree/main/Event%20Materials/Organizer>

Speakers promotion: Please feel free to modify this template as per your local event to promote your speakers.

<https://github.com/Global-Power-Platform-Bootcamp/GPPB2022/tree/main/Event%20Materials/Speaker>

Virtual backgrounds: Backgrounds for Teams, Facebook, Linked In and Twitter are available. We encourage you to keep it as a background in social media and Teams during session day. Kindly share it with your speakers and attendees.

<https://github.com/Global-Power-Platform-Bootcamp/GPPB2022/tree/main/Event%20Materials/Digital%20Swag%20Kit>

Stay connected with other organizers

WhatsApp: <https://chat.whatsapp.com/GwWpuYmdNAV2Si448DHLq6>

Cheatsheet 2 – During the GPPB 2022 event

Record the meeting (optional)

Record & share the event with your network for those who can't attend!

Welcome your attendees

We are sure that you have your content. However, if you need a quick guideline, here's something simple that you could use,

Welcome to the Global Power Platform Bootcamp 2022 [City/Location] hosted by [Organizer] and [Co-Organizer(s)]. Today we have a ton of great sessions for you and here's what you can expect for today's session. [Briefly share your program].

Thank you for taking time out and being here today.

Keeping attendees engaged

Engage your audience - this could be having questions ready for polling, quizzes etc.

Encourage attendees to use chat to ask questions and share thoughts. As a host, have a few good questions ready to help start the discussion. Here are some that we thought might be handy.

Questions to engage your attendees and get sensing of who they are and their needs:

- Where are you joining us from?
- Have you joined GPPB Bootcamp global before?
- How can we improve today's session? (Better content, Better speaker, Better engagement)

Good to have:

- Have you ever used (platform/tools – depending on the topic of session)? Tell us your experience!
- How relevant is today's topic to your work?
- What are your main takeaways from today's session?
- What is one thing you are hoping to learn about from this topic today?

"Ice Breakers":

- What's the best vacation you've had?
- What was the last movie you saw?

- What is one thing that you are thankful for right now?
- What books, TV, podcasts, etc. are you reading/listening/watching to right now that "Feed Your Brain"? Share with us!

Picture & Post!

It's picture time, remember to have fun and smile. Remember to share photos, videos, thoughts, on your social channels with hashtags #GPPB2022 #GlobalPowerPlatformBootcamp.

Feedback

It is important to get feedback from attendees that help us understand how can we do better as a team. You can use your feedback or feel free to use the below feedback URL to collect it from attendees.

<https://bit.ly/GPPBSurvey>

Cheatsheet 3 – After the GPPB 2022 event

Share photos and highlights

Share with us pictures of your amazing event, kindly share them live on social media with hashtags #GPPB2022 #GlobalPowerPlatformBootcamp.

Drive link: Kindly create the folder under your "City" name and upload the pictures & videos.

Note: Drive link will be shared after the event.

Share your feedback (organizer's feedback)

Share with us what went well, what could have been better and any thoughts or ideas that sparked for the next year's event.

Organizers feedback URL: <http://bit.ly/GPPBOrganizerSurvey>

Resources

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Contact details

For any help and queries, please feel free to reach us at admin@powerplatformbootcamp.com
If you need further assistance, kindly reach out to the respective regional leads from below

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