Your grade: 100%
Your latest: 100%•Your highest: 100%•We keep your highest score.

⟩ Introduction

This activity is optional, but highly recommended to help you practice using AI tools. If you are unable to complete this activity, you will still be able to progress through the co
a certificate.
To complete this activity, you'll fill out a template for practice. You don't need to upload or submit the template to progress through the course and earn a certificate. In the nex
you'll compare your template to an exemplar for self-review.

⟩ Activity details

Activity Overview

In this activity, you'll leverage AI to help inform the decisions involved in planning a work event. This workplace task includes administrative, analytical, and creative compone
completing this activity, you'll be able to use a conversational AI tool to organize notes into a list of advantages and disadvantages, identify solutions based on specific criteria
promotional content, and create a spreadsheet.
The ability to leverage AI's capacity to help you make informed decisions is valuable in the workplace. You can leverage AI to efficiently organize and process information or
generate creative options.
The skills that you'll practice in this activity can be extended to using AI to inform other decisions as well. For instance, you might use a conversational AI tool to create an ac
on customer reviews or make purchasing decisions that factor in project budgets.
What you will do:

Create a list of advantages and disadvantages.

Generate a list of potential host cities.

Generate ideas for a tagline.

Create a spreadsheet to track speakers.

Materials needed

Prompt log for event planning tasks template

To use the template for this activity, click the following link and select Use Template.

Link to template: Prompt log ↗
OR

If you don't have a Google Account, you can download the template directly from the following attachment.

📎 Prompt log
DOCX File

Gemini

In this activity, you will use a conversational AI tool. You can do this in a browser-based tool like Gemini, ChatGPT, or Microsoft Copilot. Instructions in this activity will refer to
you can use the conversational AI tool of your choice.
To access Gemini:

Go to gemini.google.com ↗.
Sign in to your personal Google Account.

Refer to the resource about how to Create a Google Account ↗, if you don't already have one. For further assistance signing into Gemini, please refer to Gemini Apps Help ↗

For more details on using Gemini, such as who can use Gemini, Gemini's Privacy Notice, and where Gemini is currently available, refer to the Gemini Apps FAQ ↗.

Please don't enter private or confidential information in your Gemini conversations or any data you wouldn't want Google to use to improve its products, services, and machir
technologies.

Scenario

Review the following scenario. Then complete all of the steps.

You're part of a team planning an event for your organization. This event is your organization's annual meeting for its employees to celebrate recent achievements, outline go
future, and build community. Historically, the event has been held in New York City, but members of the leadership team want to consider holding the event at a new location
ask your team to help manage the decisions involved in planning the event.
In order to make these decisions more efficiently, you'll leverage AI in four ways:

First, you'll organize information about moving the annual meeting to a new location into advantages and disadvantages.

Next, you'll generate a list of potential locations for the meeting based on specific criteria.

Then, you'll create a tagline to help promote the annual meeting and share the news with all employees.

Finally, you'll create a spreadsheet to track the speakers for the meeting.

To complete each step, you'll prompt a conversational AI tool, evaluate its output, and iterate on your prompt until you get the desired results.

⟩ Step 1: Create a list of advantages and disadvantages

A). Review task details

Your team met to discuss the advantages and disadvantages of moving the annual meeting to a new location away from New York City. You have taken the following meeting
summarize the main ideas of the discussion:
New location should be exciting

Enough budget this year to host in a new location

Some employees can't travel, others consider traveling to another destination a perk

Fresh place, fresh ideas

Planning for a new location requires more time

B). Prompt Gemini

Prompt Gemini to transform your meeting notes into an organized list of advantages and disadvantages. Advantages are factors in favor of moving the meeting to a new loca
Disadvantages are factors against moving the meeting to a new location. Organizing the information in this format will make it easier for stakeholders to make their decision
to move the annual meeting to a new location.

C). Evaluate the output

After prompting Gemini, evaluate the output to make sure it's factually accurate, relevant, unbiased, and sufficient for your task. If your initial prompt doesn't give you useful o
on the prompt until you get the desired results. Changing the phrasing of your prompt can lead to different responses, and experimenting with different phrasings can help yo
most useful output.
In the Prompt log for event planning tasks template, record your final version of the prompt. Include a 3–5 sentence description of how you engineered this prompt and evalu
output. Include details on prompting best practices or techniques you incorporated into your prompt.

Step 2: Generate a list of potential host cities

A). Review task details

After carefully considering the advantages and disadvantages, leadership has decided to move the annual meeting to a new location within the United States away from New
They have asked your team to select a location for the meeting.
To qualify as an option, the city must meet the following criteria:

The organization prefers cities that have ample hotel accommodations.

The organization prefers cities that are near a major airport.

The organization prefers cities that are located on a large body of water such as an ocean or lake.

B). Prompt Gemini

Prompt Gemini to identify five potential U.S. host cities for the meeting based on the criteria. (Pro tip: To make the information easier to read and understand, specify the form
output. For example, you might ask Gemini to organize the results in a table.)
C). Evaluate the output

After prompting Gemini, evaluate the output to make sure it's factually accurate, relevant, unbiased, and sufficient for your task. If your initial prompt doesn't give you useful o
on the prompt until you get the desired results. Changing the phrasing of your prompt can lead to different responses, and experimenting with different phrasings can help yo
most useful output.
In the Prompt log for event planning tasks template, record your final version of the prompt. Include a 3–5 sentence description of how you engineered this prompt and evalu
output. Include details on prompting best practices or techniques you incorporated into your prompt.

Step 3: Generate ideas for a tagline

A). Review task details

Your team has chosen Chicago as the location for the event. The next step is to share the news with all employees. Leadership asks you to come up with an engaging taglin
the annual meeting and its new location. The tagline will be used for a variety of internal communications and materials related to the meeting.
The tagline should have a casual tone that builds excitement and mentions the destination city of Chicago. Potential examples include: "New city, new horizons. Come to Ch
build our future," or "It starts with us. Connect, collaborate, and celebrate in Chicago." You can explore a range of additional options.
B). Prompt Gemini

Prompt Gemini to help you brainstorm ideas for a tagline to promote the meeting. (Pro tip: Use few-shot prompting to help Gemini recognize the style and format of an effecti

C). Evaluate the output

After prompting Gemini, evaluate the output to make sure it's factually accurate, relevant, unbiased, and sufficient for your task. If your initial prompt doesn't give you useful o
on the prompt until you get the desired results. Changing the phrasing of your prompt can lead to different responses, and experimenting with different phrasings can help yo
most useful output.
In the Prompt log for event planning tasks template, record your final version of the prompt. Include a 3–5 sentence description of how you engineered this prompt and evalu
output. Include details on prompting best practices or techniques you incorporated into your prompt.

Step 4: Create a spreadsheet to track speakers

A). Review task details

Now that the new location of the annual meeting is confirmed, and the news has been shared with all employees, your team starts to focus on organizational tasks. You are r
coordinating the speakers for the meeting. You need a spreadsheet to track key details about the speakers, such as their contact information, the time, location, and topic of
presentations, and more.
B). Prompt Gemini

Prompt Gemini to create a spreadsheet to track the speakers for the meeting. (Pro tip: Make sure that you add sufficient context to get the spreadsheet in the format you war
example, you might ask Gemini to create an exportable spreadsheet so that you can save time by exporting it directly into a spreadsheet application.)
C). Evaluate the output

After prompting Gemini, evaluate the output to make sure it's factually accurate, relevant, unbiased, and sufficient for your task. If your initial prompt doesn't give you useful o
on the prompt until you get the desired results. Changing the phrasing of your prompt can lead to different responses, and experimenting with different phrasings can help yo
most useful output.
In the Prompt log for event planning tasks template, record your final version of the prompt. Include a 3–5 sentence description of how you engineered this prompt and evalu
output. Include details on prompting best practices or techniques you incorporated into your prompt.

Pro tip: Save the template

Finally, be sure to save a copy of the template you used to complete this activity. You don't need to upload your template to complete this activity. You can use it for further pr
your professional projects. These templates will help you work through your thought processes.
What to Include in Your Response

Be sure to address the following components in your completed activity:

In each Prompt section, include the final version of the prompt used for that task. These prompts are clear and specific and provide sufficient context.

In each Prompt description and output evaluation section, write 3–5 sentences that describe how you engineered the prompt to get the desired output, any prompting best pr
techniques you incorporated, and what factors you considered when you evaluated the output.

1.Did you complete this activity?

⦿ Yes

◯ No

⊘Correct
     Thank you for completing this activity! Writing effective prompts can guide an LLM to generate the best possible output. Go to the next course item to
     compare your work to a completed exemplar.