



## PyTorch Meetups - Opportunities + Guidelines

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### About

A meetup is an event that brings together people and communities of similar interest through online virtual or in-person events to connect, learn new skills, and hear from experts and speakers. The PyTorch Foundation strongly encourages meetups in your community and are here to support you as a secondary resource.

### The PyTorch Foundation's Role

The PyTorch Foundation team supports your meetup by promoting your event through PyTorch social channels and access to the event platform **Bevy**, to host and manage the registration for meetups. **Bevy** supports chapter-led communities and large-scale virtual conferences and has been selected by the Linux Foundation as the standard event platform. This is a free resource to all PyTorch Meetup groups and supports [over 40 languages](#).

The PyTorch Foundation does not provide a budget for event costs. All costs must be secured by the event organizer through sponsors or donations

Here's what we are happy to provide:

- Provide community event host support with: questions on event set up, promotion of event via social, and post event wrap-up
- Create shared Google folder for event content storage, if needed
- Promote event via blog post, social, and mailing lists (as applicable)
- Promote post event recap via blog post, social, and mailing lists (as applicable)
- Upload meeting recording to YouTube under project/group playlist

*(Graphics and other content are the responsibility of the community members hosting the meetup.)*

### The Community's Role

A good community event host plans and executes the in-person or virtual event from start to finish. This includes being in charge of finding speakers, locating venues (if applicable), and checking in attendees on the day of the event.

### Suggested checklist:

- Decide what type of meetup you'd like to host:
  - In-Person
  - Virtual
- Choose the Format
  - Workshop/Demo
  - Lightning Talks
  - Poster Session - sharing projects
  - Q&A
- Determine type of meetup
  - PyTorch Community
  - PyTorch Contributor
- Plan your event at least 3-6 weeks in advance and be mindful of major holiday observances to be as inclusive as possible
- Submit your meetup request to the PyTorch Foundation team
- Find speakers
- Choose a strategic location
- Launch registration for your meetup
- Promote your meetup

### Benefits of Using the Bevy Platform

The foundation team uses [Bevy](#) to track all events and registration. Here are some of the benefits to using this platform:

- One stop shop - event website, agenda, registration, analytics and stores all information in one place, including event recording after the event
- PyTorch Foundation helps to promote your events
- Past event and attendee email examples available
- Platform automatically notifies group members when a new event is published
- Bevy has a [Help Center](#) and we encourage you to review key topics such as: how to send out chapter newsletters, cheat sheets, analytics/reports and information about API support and integrations just to name a few
- [Bevy Technical Documentation](#)

For chapters that use [Meetup.com](#) and also want to leverage the Bevy platform to manage your meetings, follow these steps:

1. Set up your event in Bevy. Upon completing the information and invitation specifics, Bevy automatically creates a link to the event landing page.
2. Then on your meetup page, include the Bevy link in the "link to online event" section. Whenever someone registers for the event on Meetup it directs them to register on the Bevy event site.

### Submission Process

If you would like support from the PyTorch Foundation team, please utilize our [content request form](#) and select the "meetup" option.

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Note: These guidelines are subject to change.

Make sure to include this information in your request:

- Title
- Date/time
- Location
- Short description of the meetup
- More detailed description of the meetup
- Any other information

### **Marketing Copy Example**

**Title:** PyTorch MeetUp: add location and group

**Short Description:** Find your local PyTorch community here! Join us at the next meeting to learn about the latest technical updates to PyTorch, hear from experts, collaborate and ask questions.

**Event Description:** Add event description for topic

*Additional email examples available upon request.*

Important budget considerations to keep in mind when planning an event:

- What type of venue meets your needs and what are the associated costs?
- What should we budget for food/beverages?
- Do we have enough budget for swag?