**Event Planning Guidelines:**

We typically hold bookclub, socials(1 a year), monthly talks (1-2 speakers) and lightning talk events. We like to keep our events as simple as possible organizationally so that we can collaborate with our hosts and speakers easily.

As always please make sure that you are ccing [nyc@rladies.org](mailto:nyc@rladies.org) because this will allow any board member to follow the conversation easily.

**Monthly Talks**

For our monthly talks we usually have a theme so both speakers are related by that particular theme. Monthly talks are always technical and typically each speaker will get anywhere from 20-30 minutes depending on content and expertise. For example, our May 2019 event is focused on showcasing the work of two newer data scientists. Once you have identified the speakers and they have accepted talking for a certain month here is the timeline for the planning of the event:

1 month prior - we expect speaker bio and talk abstract to post on meetup. We usually post the event up 3-4 weeks out and will start promoting the event via twitter, newsletter and slack.

2.5-3 weeks prior: We post up the event on the meetup page and open up the RSVP so folks can register. Please make sure to always ask for registrants to provide their full names to provide our hosts. Also, please close RSVP one day prior to event.

2 weeks prior - we receive a rough draft of the talk to review and provide feedback on code.

1 week prior - we promote the event some more.

1 day prior - we confirm all logistics and provide full names of attendees to our host (this is done through our meetup page).

**Bookclub Events**

Select a relevant book (focused on technical foundations but easy to read) and release the name at least 1.5 months in advance before our book club event.

3 weeks to 1 month prior: We announce our book club event.

Since inception I have worked with Megan Huston to secure our space with Rizzoli Bookstore for this event. They have kind enough to offer us the Saturday timeslot from 2-3:30pm for free as the rest of their week including Sundays are reserved for paid events.