Building a Successful Event

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Century of Quantum

QISKIT
2025 2025
FALL FEST
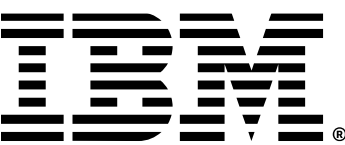
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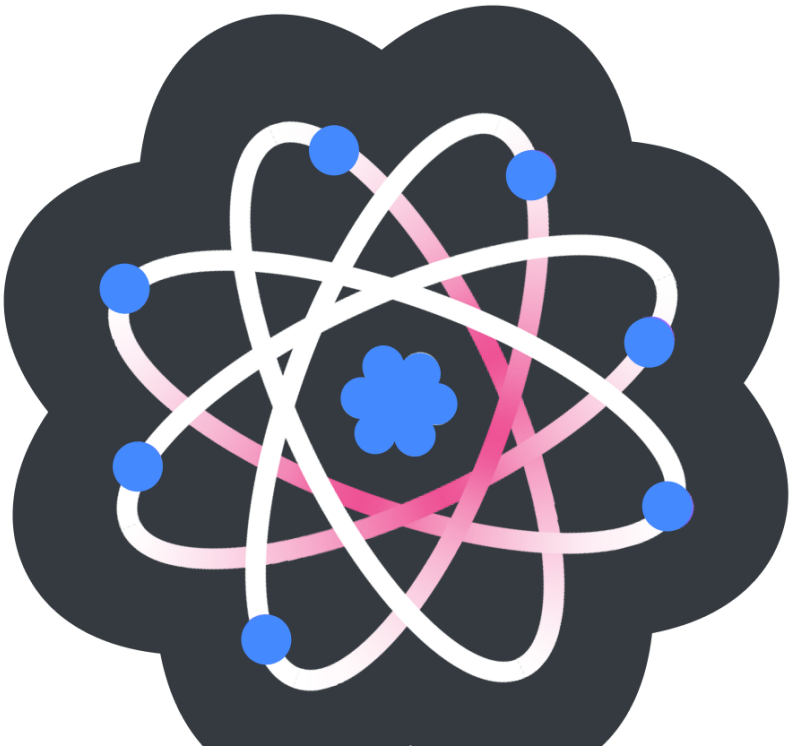
The Building Blocks Matter

The Building Blocks

Pre-Event

Definition

- Determine purpose/objectives of your event
- Select format of event (In-Person vs Virtual, Hackathon, challenge, etc.)
- Set goals for you and your planning team

Resources Needed

- Determine what you need to make this event a reality
- Event team, mentors & judges
- Learning tools (Qiskit), Event tools, etc.
- Venue (In-Person) or platform (Virtual)

Promotion

- Create flyer or blog with details & event incentives
- Social networks (Twitter, Discord, etc)
- Campus resources (Newsletters, boards, etc)
- Word of mouth

Registration

- Decide on a tool – Google forms, AirTable, Eventbrite, etc
- Ask the necessary questions
- Send official confirmation

Communications

- Website for updates
- Select comms central – Slack, Discord, etc
- Send reminders and resources
- Host pre-events – Workshops, socials, etc
- Attendee Guide

Logistics

- Finalize:
  - Event timeline
  - Venue/Platform needs
  - Equipment & technology
  - Food & beverage (In-person)
  - On-site roles
  - & more

Registration

Make sure you ask essential & pertinent questions such as:

- First & last name
- Email address
- Experience in Quantum Computing or Qiskit
- Level from 0 (beginner) to 10 (expert)
- Institution (if you are hosting for external attendees)

If you are hosting an in-person event, make sure you add:

- Dietary restrictions
- Phone number
- Emergency contact & phone number

Additional questions you can consider:

- How did you hear about this event?
- Which of the following best describes your interest in Quantum Computing or Qiskit?
    - Teaching students, learning, specific quantum topics, etc.

Make sure you send out a confirmation email and if possible, a calendar invite!

Include all necessary details (date, time, what to bring)

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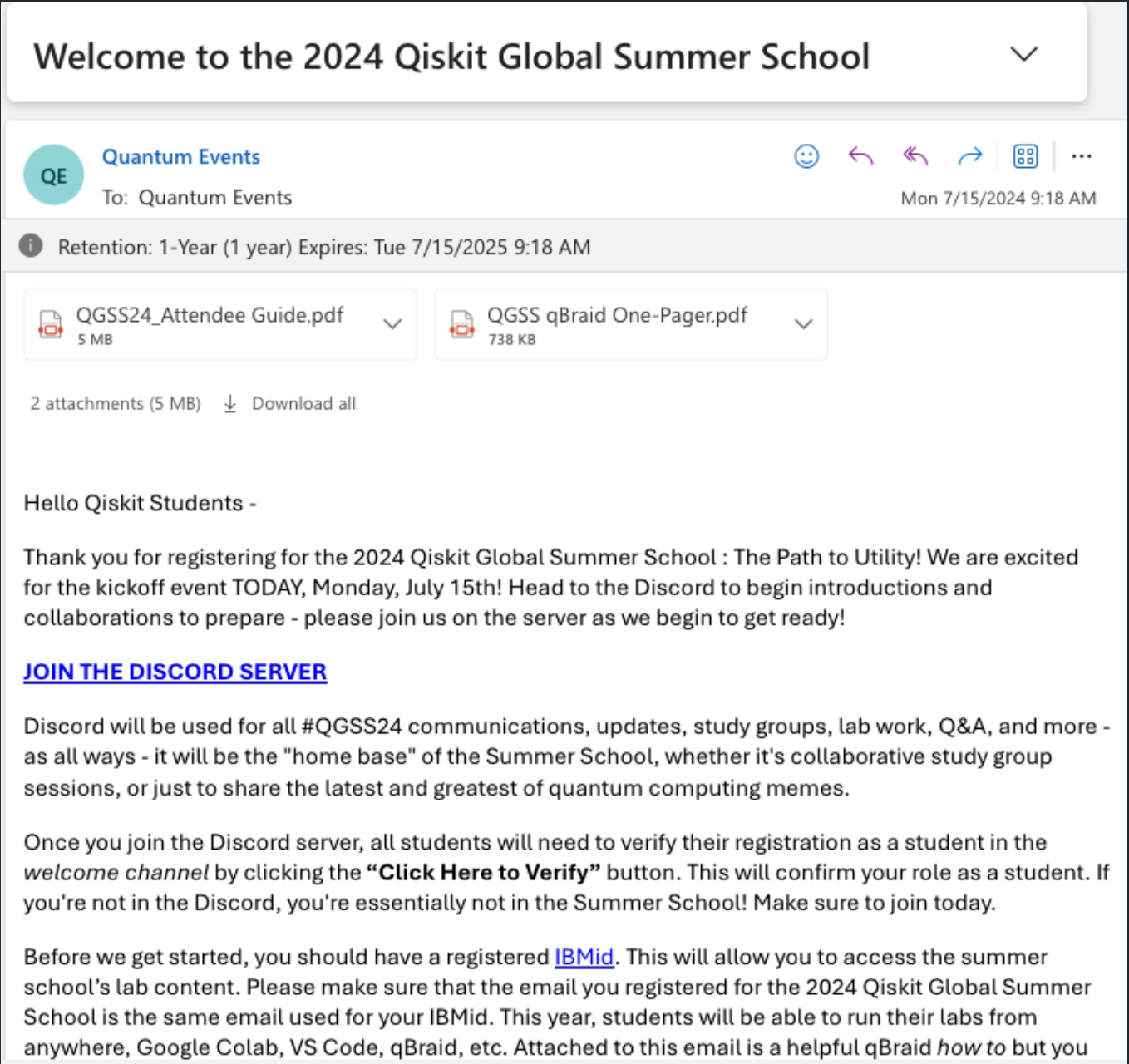 - Food & beverage (In-person)
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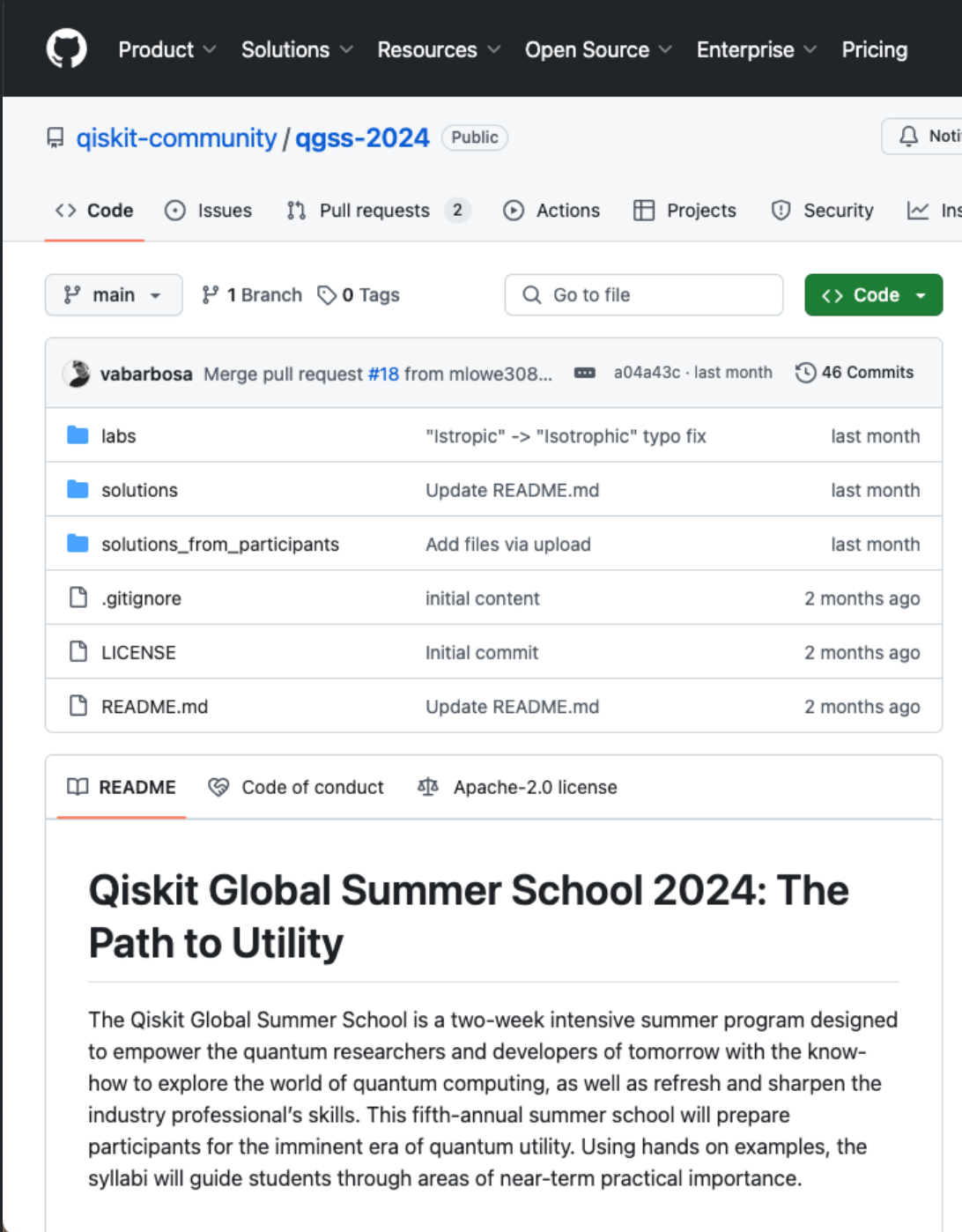
Website
Create your own or use site like GitHub!
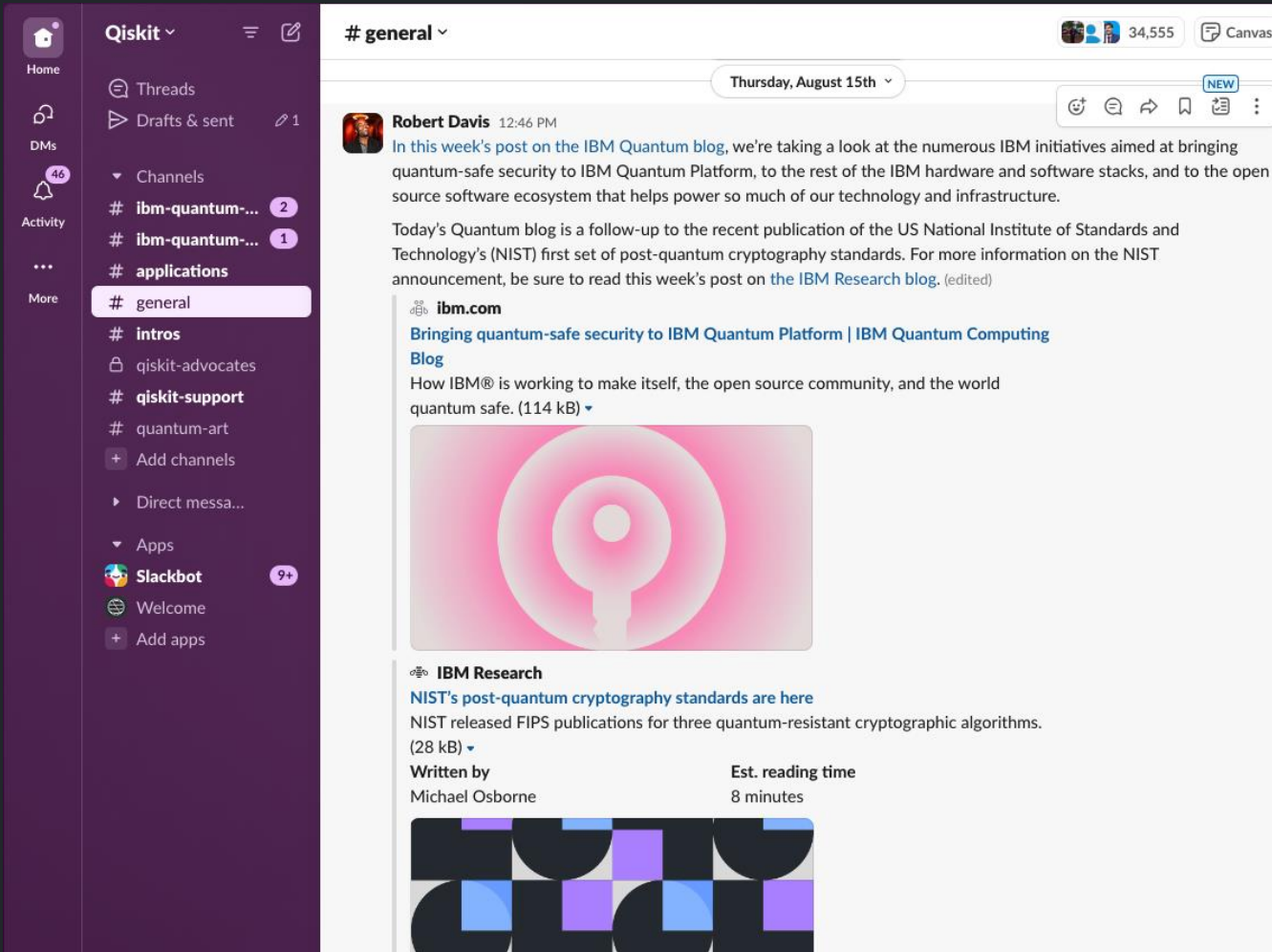
Active Messaging
Applications like Slack or Discord are great!

Send Reminders
Life gets busy, it's good to remind about event!

Communications

Pre-Events
Get social with your attendees ahead of the event!

Attendee Guide
Optional, but a good all-in-one resource.

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Logistics

There are many logistical tasks associated with running an event!

I suggest using a Project Management tool such as AirTable or Monday to keep track of tasks and timelines!

It's
Event Day!

- Event reminders
- Arrive early
- Attendee Guide/ Schedule on-site
- Provide clear explanations & where they can ask questions

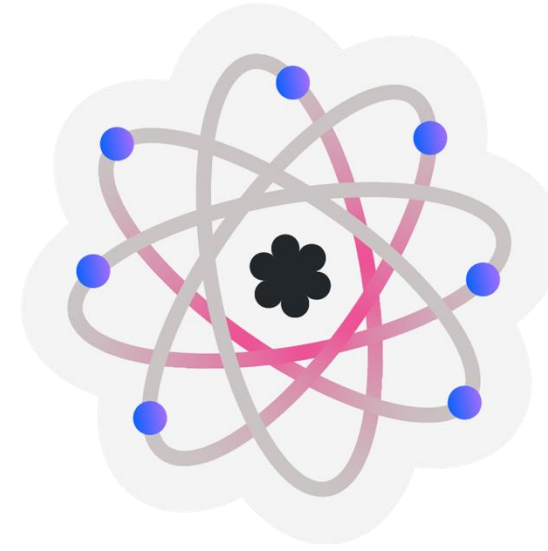Send reminders and have guides/resources easily available.
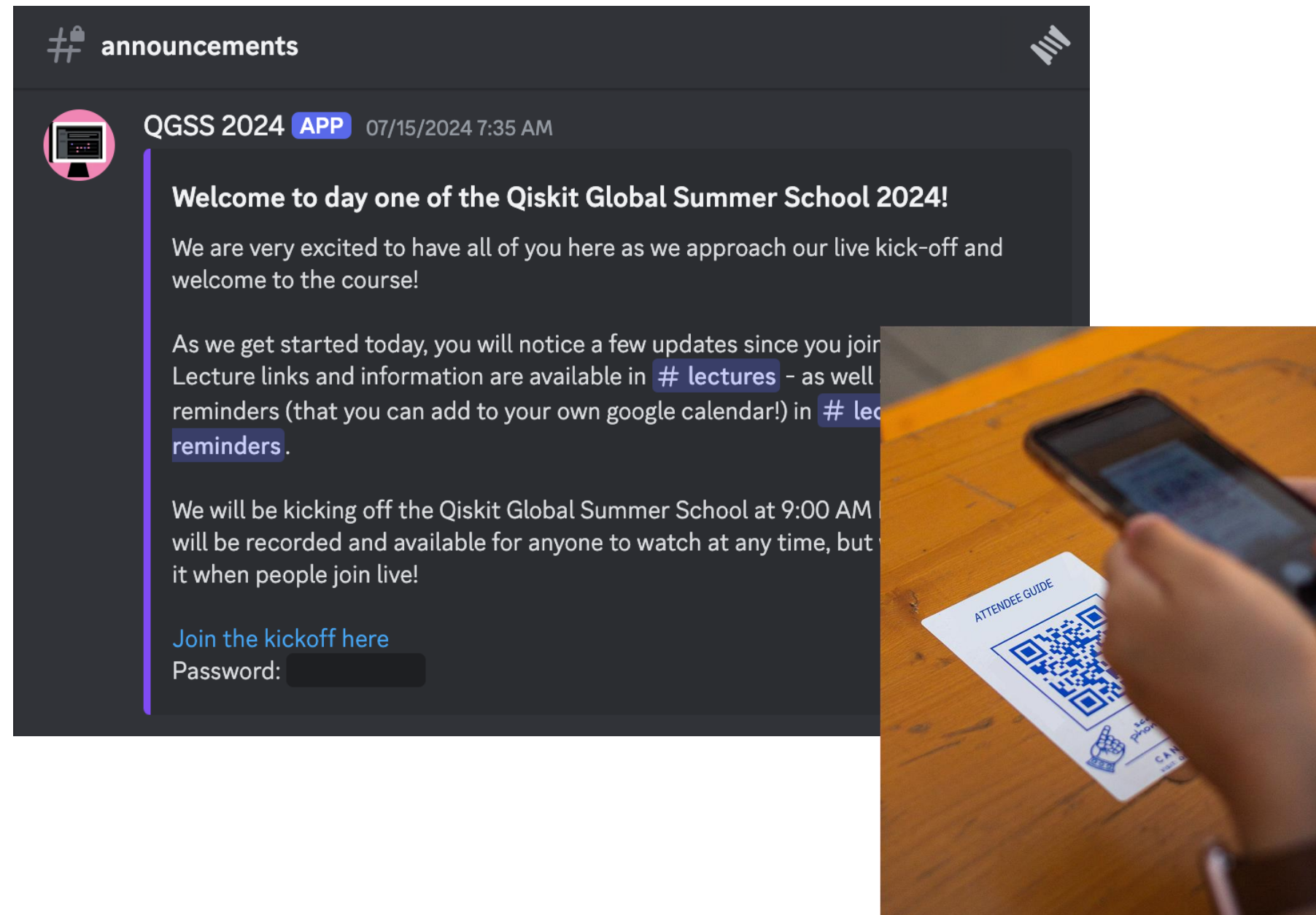
Be as prepared as you can be but be ready to pivot if need... and most importantly **have fun!**

Event

Day!

Source: 1. Lorem source name
Source: 2. Lorem second source name

Post Event

- Send *Thank You* email
- Next steps in Quantum Computing
  - Additional resources
  - Other Quantum Events
  - QC groups they can join ect.
- Post-event survey

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