**Steps for Holding an IEEE Meeting at a Restaurant**

**Version 1.0, 2014-03-14**

**In preparation**

T-60 Days:

* Choose topic
* Define Target Audience
* Select Speaker (must work for food)
* Select date

T-45 Days:

* Define Presenters requirements (Projector, floor space, Wi-Fi, etc.)
* Estimate of attendees
* Select Restaurant based on requirements (i.e. Ryan’s, Asiana, YAO, etc.)

T-30 Days:

* Request Speaker Bio/Talk Abstract
* Initial Event Advertisement – e-notice, list-serve, website, vtools, newspapers, etc.
* Ask for RSVP (if required)

T-7 Days:

* Final Event Advertisement - e-notice, list-serve, website, vtools, newspapers, etc.
* Confirm headcount (if required)
* Confirm with restaurant, i.e. verify setup, count etc.

T-2-3 Days:

* Verify meeting supply details (who is bringing: name tags, IEEE flag, projector, certificate, gift, etc.)

**On day of event:**

T-30min – 1hr

* Setup, projector, flag, signup table, etc.
* Test setup
* Final walkthrough

T-0 => Eat /Talk

T+1.5 hours

* Present Gift/Certificate to presenter
* Tear down
* Clean up

**Later after talk:**

T+1 Day

* Send thank you to restaurant/speaker
* Complete L-31

**History**

2014-03-14 - Original