

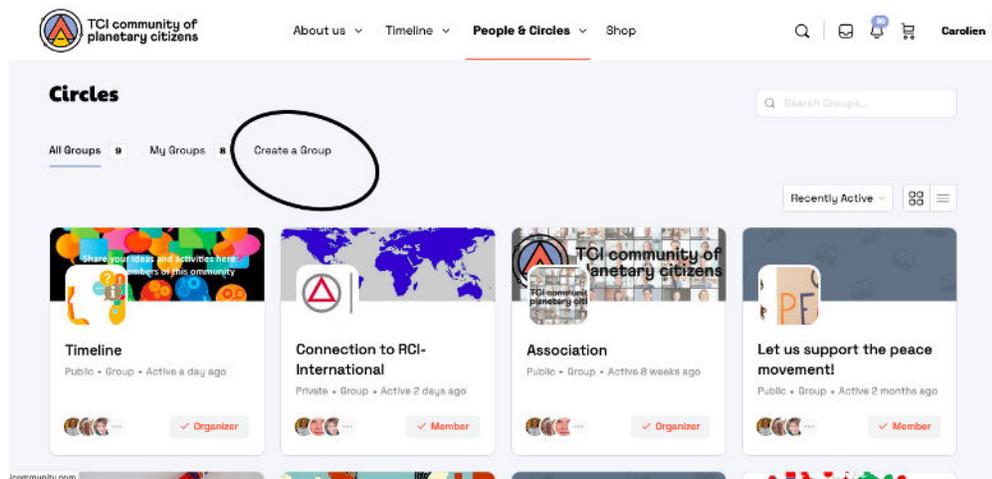


TCI community of planetary citizens

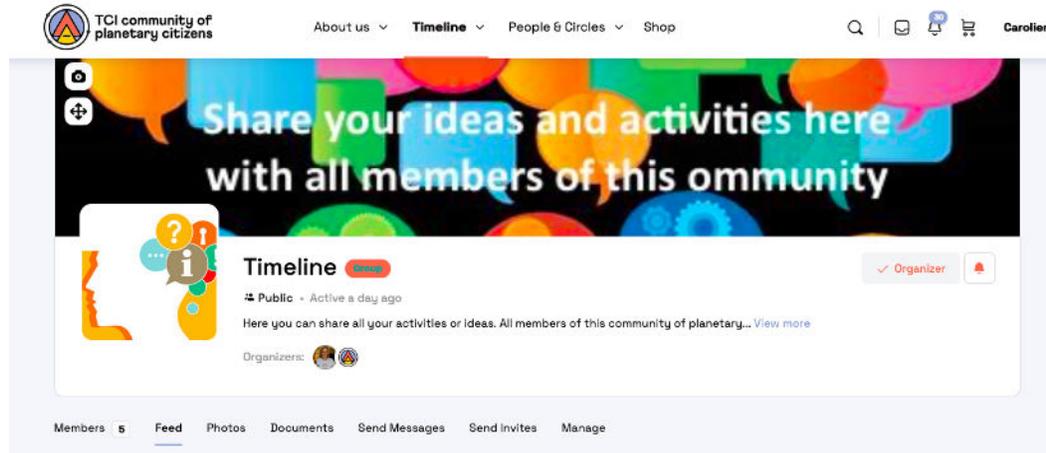
How to organize a meetup in 7 steps

1. **Share your idea** for an interesting meetup with fellow participants with whom you would like to organize it.

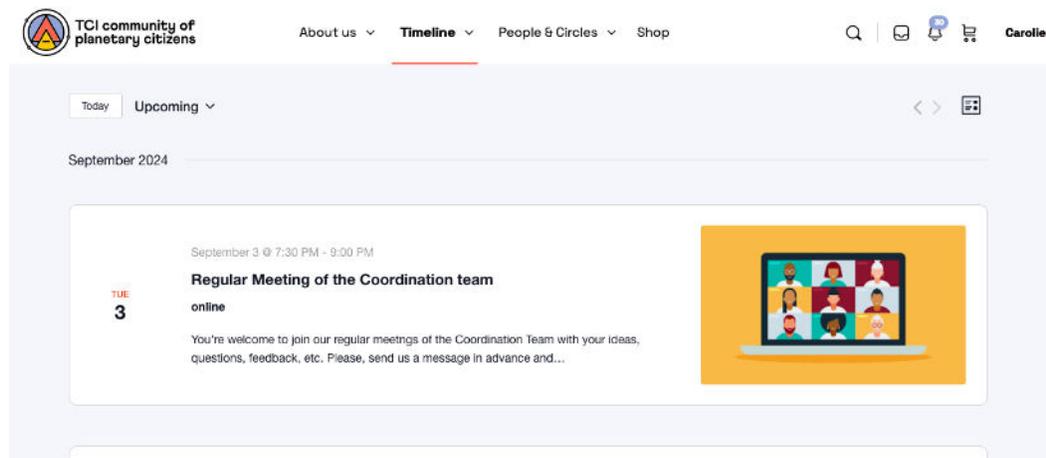
Create a new circle together on the platform: on the page [Circles](#)



2. **Work out** your idea together and make decisions about date, length and type of meeting (online or live)
Announce this together with a short description at least 3 months in advance on our platform on the page/circle [Timeline](#)



3. **Send a message** to the Coordination Team and ask them to put your Meetup on the platform, where it will be visible on the [Meetup Page](#)



4. **Elaborate** the meetup with your circle/group of organizers.
Some tips:
 - Downsize your ambitions: online, less is more! Better to organize several meetups than one huge meetup
 - Make use of TCI themes and structures
 - Visualize by using slides
 - Work in breakout rooms to stimulate in depth conversations
5. **Post updates** on the platform page/circle [Timeline](#)
Or by sending an email to the mailing list via the Coordination Team
6. **Ask people to sign in** for the meetup, for example by filling out a [Google forms](#)

Deadline at least two weeks before the meetup

7. Tips for the online preparation of your meetup:

- create a Zoom or Teams link
- use a **standard email text for online instructions** (below)
- make one of you the technical host to facilitate the meetup

8. Have fun together and leave a report afterwards on the [Timeline](#) of our platform!

Standard email text for online instructions

In this e-mail you'll find the **Zoom/Teams-link (below)** and some instructions and technical advices regarding the online meeting.

Please, **read these instructions beforehand**, so that we have a smooth meeting and - hopefully - no surprises or technical problems.

1. The meeting room will be **open at [time] CET**. The meet-up starts at **[time]** am, after 10 minutes the room will be closed. Please, be on time!
2. Make sure that the **email address** that is used for this message is also the address you use to log in. If not, provide us with the correct email address. The technical host will use your email address in case she needs to message you during the meet-up.
3. We use Zoom for this meeting - please make sure you've got the last version (**updates**).
4. Once you arrive at the meeting, check your (first) **name** and put your **video on**, so we can actually see each other.
5. Use your **PC or laptop** (one person per screen), mobile phone screens are too small and make it almost impossible for you to participate properly.
6. Mute your microphone in case of **background noise**.
7. We will use **breakout rooms** during the meeting. You can only enter these breakout rooms yourself, by clicking the ENTER bar. Please do so, if asked.