



GETTING STARTED

# Hosting Your Own Nano Event

Thank you for considering hosting a Nano event and welcome to our Event pack getting started guide. Throughout this document and other supplementary pieces, we will offer you some basic guidelines, suggestions, and ideas to help you maximize the impact of your planned event.

## The Essentials - Your Event Post

Let us start with The Three Rules of “W’s”; what, where and when . The ‘What, Where, and When’ written on a Reddit, Twitter, or Medium post is sufficient information to be a useful event post! However, to head off the inevitable questions that will arise, we recommend including how much the event will cost (if anything) and contact details in case of further queries. You also need to include the address of the venue where the event will be held, as well as the time and date otherwise to maximize the likelihood of the event is well attended!

## The Optionals

In this section, we will discuss, in no particular order, various different optional extras which can be included in your event announcement post. None of them are essential, but they all help to further inform the attendees about the event and also start creating some semblance of the narrative element.

The simplest way to start creating a narrative setting is to give your event a name. Titles such as ‘Nano Meet-Up’ or ‘Austin Beers with Nano Developers’ immediately convey the main idea to the potential attendees.

We mentioned letting the attendees know where the event is located, but it’s worth remembering that some attendees could be making quite a long journey to come to your Nano event and may not know the local area very well. This is why I recommend you include a map showing where the venue is and also, to be extra helpful, where the nearest parking and hotel is located.

Talking with other Nano enthusiasts is hard work, and your attendees will need refreshment and a bite to eat! How can your attendees have fun with an empty stomach or a dry mouth interrupting them?

Providing food and drink can be difficult to organise so is not customarily expected however it is a good idea to let your attendees know what will or will not be provided or even if they are allowed to bring their own. This is especially important concerning alcohol – be mindful of any legal restrictions of the provision or consumption of alcoholic beverages at your venue.

For an excellent and informative guide on the practicalities of running your own event, check out this great content :

<https://billetto.co.uk/l/how-to-host-an-event>

We hope we have provided a few pointers on how to put together an announcement for your Nano event or meetup. In reality, there are no hard rules on what has to be included or excluded – all it actually needs to do is explain what your event is and make sure there are no unwelcome surprises or your attendees on the day of the event.