Start Here!

So, you want to organize an IBM Z Xplore event for your community? We have a suite of resources which easily enables learners to begin their exciting enterprise computing journey with IBM Z Xplore!

These IBM Z Xplore events are designed to engage any type of learner who is interested in enterprise computing, no matter what skill level they are at. These events should be led by yourself or in collaboration with someone you believe will aid you.

Please use the IBM Z Xplore Workshop Kit in the Advocacy Hub to aid your event. You will find an Activity Guide that walks you through how to set up an event for IBM Z Xplore as well as links and other resources to prepare yourself.

If you are not the speaker and need help finding speakers for your event please fill out this form.

Suggested timeline for planning:

Timing	Item	Suggestions
4-5 weeks out	Lock in a date for the event	While you may not know yet where the event will be, locking in a date will make the rest of your planning MUCH easier
3 weeks out	Lock in a location	You can definitely do this earlier, but be sure to decide on a location for your event **no later** than 3 weeks before the event. The location can be virtual or in-person, up to you.
3 weeks out	Launch registration page	Whether you are collecting registrations through Eventbrite, Google Forms, or some other platform - you should now have enough details to create and launch the registration page.
3 weeks out	Begin promotion with Save the Dates	Now that you have an event date and location, you can begin marketing your event. Create social tiles and flyers to hand out to begin spreading the word. Canva has plenty of free templates to get you started. Use your network and have them help you share!
2 weeks out	Rehearse your presentation for your event and lock in your agenda	By now you should be familiar with IBM Z Xplore and should feel comfortable giving a

		demonstration of the material. Make sure you create an agenda for the event. Go back to your registration page and add this information for new registrants! *For a sample run of show/agenda click here*
2 weeks out	More promotion!	Now that you have materials ready, you can create more specific social tiles and flyers to use to promote your event! Your network can help here again!
1 week out	Confirm all details In-person event: Confirm with the event location Virtual event: Confirm audio, video and screen sharing are enabled and ready.	In-person event: Confirm with the event location Virtual event: Confirm audio, video and screen sharing are enabled and ready. Make sure you have practiced and rehearsed your presentation. Ensure all of the details are covered and you feel comfortable navigating IBM Z Xplore.
The week of the event	Remind people!	Don't feel like you're bugging people. They registered for your event because they are interested in the content. Remind them 2-3 times throughout the final week (day of the event, day before, and maybe 3 days before)