

Speaker and venue host kit – IBM User Group Nagpur

> Placeholder document. Replace the bracketed parts with the group's real
> contact details before publishing.

Two things keep a user group alive: somebody willing to talk, and somebody willing to open a room. This covers both. Nothing here costs money.

****Contact:**** [mailing list address]

****Where:**** somewhere in Nagpur, roughly once a month, on a weekend

Part 1 – Giving a talk

What a slot looks like

Format	Length	Good for
Lightning talk	5 minutes	Your first time. One idea, no build-up.
Member talk	20–30 minutes	Something you built, ran or broke at work.
Hands-on session	90–150 minutes	Guided build, people follow along on laptops.

What to send us

Two or three lines is enough:

- ****Working title.**** Plain description beats a clever pun.
- ****What you did.**** The actual system, the actual problem.
- ****Who it is for.**** Beginners, operators, people already running this.
- ****Format.**** Lightning, talk, or hands-on.
- ****Language.**** English, Hindi or Marathi – your call, nobody minds.

You do not need slides, an abstract, or a bio to propose. Send the idea first.

What we do for you

- Read it back to you and help cut the scope to the slot.
- Sit through a dry run if you want one. First-time speakers get this offered by default.
- Share the talk details and key takeaways with the community after the meetup.
- Sort the projector, the adapter and the room.

What makes a talk land here

- ****Show the mess.**** The rollback, the bad assumption, the number that was wrong. That is the part nobody else will tell them.
- ****Real numbers.**** "Latency dropped" is weaker than "p99 went from 800ms to 120ms".
- ****No product pitch.**** If the talk is a sales deck, the room empties and we will have said so beforehand.
- ****Assume less than you think.**** Half the room might be students.

Not sure you have anything to say

You almost certainly do. Things members have spoken about that they thought were too small: a script that saved two hours a week, why a migration was abandoned, how they read a query plan for the first time, what they failed a certification on.

Part 2 – Hosting a meetup

What a venue needs

Requirement	Detail
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Seating	Around 60, informal is fine
Display	Projector or large screen, HDMI
Wifi	Guest access, enough for a room on laptops
Power	Plug points matter for hands-on sessions
Access	Step-free entry, and security who expect us
Timing	About 3 hours on a Saturday, or a weekend morning

Nice to have, never required: a whiteboard, water, somewhere to put chai.

What we handle

- Announcing the meetup and managing the sign-up list.
- Speakers, running order, and keeping to time.
- Volunteers on the door with the attendee list.
- Recording, if the room and the speakers allow it.
- Leaving the room the way we found it.

What you get

Your organisation named on the meetup listing and thanked from the front. That is it – no logo wall, no branded lanyards, no speaking slot in exchange. Venue hosts are welcome to put an engineer on the schedule, but the talk goes through the same technical bar as everyone else's.

Common questions from hosts

- ****Can we restrict it to our staff?**** No. Meetups are open to all members.
- ****Can we get the attendee list?**** No. We do not share member details.
- ****Do we need to feed anyone?**** No. Chai is usually covered by a community partner, and nobody expects a meal.
- ****What if we can only do it once?**** That is fine and normal.

Code of conduct

Every meetup runs under the group's code of conduct: be decent, no harassment, no recruiting pitches disguised as talks. Speakers and hosts agree to it too. Report anything to the crew at [mailing list address] and it gets dealt with.

IBM User Group Nagpur is a volunteer-run community group. It is not an IBM business entity and this document is not an official IBM communication.