



HOW-TO Have a meetup at Engine Yard

This HOW-TO documents what meetup organisers and Engine Yard can expect from each other. Generally this is about mutual respect. We want you in our meetup space, and will do everything we can to make your community successful. But, please keep in mind this is a workspace you are invited into.

Before The Meetup

Organiser will:

- Plan the date with Engine Yard as far as possible in advance. Minimum notice period is one month.
- Confirm start and end time with Engine Yard and be clear about start and end times in your meetup communication with attendees. Standard start and end times for weekday meetups are 18:30-21:00. This will help make sure meetups run to schedule & avoid the awkwardness of asking people to leave
- Plan a/v or computing requirements with Engine Yard
- Agree with Engine Yard who is paying for food and drink
- If providing food or drink, make delivery arrangements, with enough time for beer to be chilled, and at limited disruption to Engine Yard staff.
- Publish the agenda and promote the meetup
- Ask attendees not to come any earlier than 20 minutes before the start of the meetup and to use the front door, rather than the fire escape.

Engine Yard will:

- Take delivery of any meetup-provided food and drink, or order beer if providing. Fill the beer fridge.
- Promote the meetup (usually using Twitter)
- Have a staff member on site for the duration of the meetup.

Starting The Meetup

Organiser will:

- Answer the intercom, or delegate to an attendee
- Agree with Engine Yard a time for pizza (if needed)
- Start on time
- Encourage participants to tweet / instagram about the meetup
- Remind attendees of the get out time!

Engine Yard will:

- Help with any A/V requirements (we have a mac mini in the meetup space for including remote speakers and various connectors for the projector, but not an iPad-to-DVI/VGA connector right now)
- Welcome the attendees, go over building logistics, and possibly briefly chat about Engine Yard

During The Meetup

Organiser will:

- Make sure attendees or speakers do not
- Interfere with Engine Yard desks or office chairs
- Move any furniture from meeting rooms
- Interrupt any meeting in one of the meeting rooms
- Use any meeting rooms
- Wander around rummaging around employee desks
- Throw bottles or cans off the fire escape (yes, it has happened)

Engine Yard will:

- Order pizza if required, and set it up in the kitchen area

Ending The Meetup

Organiser will:

- End the meetup on time. The hard cut-off point for shepherding attendees out is 21:00. Take it to the pub if conversations need to continue.
- Point out other meetups happening in their communities and at Engine Yard
- Ask attendees to put their empties in the bin
- Make sure attendees do not:
 - Grab a beer for the road
 - Cause a disturbance leaving
 - Break glass in the car park, or out on the road (yes, has also happened)

After the Meetup

Organiser will:

- Publically thank Engine Yard for hosting

Engine Yard will:

- Clean up any bottles, glasses, and food that have not been binned.