



Planning a Successful *Type 1 Talk* Event

1. Decide what type of event you want to host & secure a location.

Do you want a small get together at your home? A large event at a local community center or restaurant? It's up to you where you host the event—just make sure you'll be able to watch the live broadcast if you are using a public space. Also, if you are hosting a larger event, you'll really need a projector and screen for all guests to view the live UStream broadcast.

2. Post your event on our *Type 1 Talk* Facebook application.

Go to <http://apps.facebook.com/typeonetalk> and click on the “host an event” button to get started. If you register your event on our application, it will be much easier for new folks to find your event!

3. Get the word out & invite people to attend!

Once you post your event, be sure to take advantage of the “publicize event” share tools through Facebook, Twitter, and email. These are easy ways for you to get the word out about your event online! Make sure you continue to post reminders about your event often. Ask your friends to pass along the information to *their* friends. If you have a relationship with your local JDRF chapter, talk to them about sending an email invitation to their list of supporters. See if you can post flyers in your local endocrinologist's office. Be creative with how you want to spread the word!

4. Check the *Type 1 Talk* Facebook application often!

Be sure to log in to Facebook and monitor RSVP activity on the application. Respond to any comments attendees may have posted on your event page, on your profile page, or in response to one of your host updates. As you get closer to the event, start posting reminders about event details. Be sure to check out the discussion topics on the *Type 1 Talk* fan page where you'll be able to talk with other hosts. “Like” the *Type 1 Talk* Facebook application to make sure you get all of the important updates from JDRF. They'll show up on your application home page!

5. Print out materials

Check out our materials posted on the Resources page. Make sure you have enough sign in sheets and other take-away materials that you'd like to use for the event. If you can't print out your own copies, be sure to reach out to the JDRF office with at least two week's notice for us to send some materials. Consider making name tags for guests to wear.

6. Test out technical issues before guests arrive

If you plan on showing the live streaming video presentation, test out your connection to the internet. Make sure that your internet connection speed will allow you to stream a live internet broadcast without delay. (ie: No dial up connections! This will be too slow.) If you plan to connect your computer to a TV or projector to better display the live broadcast, be sure to test out the hook-ups. Check your speaker sound capability. Make sure everyone will be able to hear the presentation. You also have the option of listing over the phone if you cannot access UStream.