Hosting a PMO Flashmob Event

PMO Flashmob is a learning and social meetup group with the serious subject of PMOs at its heart.

We host two different types of events – social meetups and learning evenings called Mini-Masterclasses ([there's more detail about those on the website](#))

PMO Flashmob relies on PMO Flashmobbers to offer up the use of meeting space so Mini-Masterclass events can take place.

We thank you for enquiring about hosting a session and hope the following information can help you make a firm decision.

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When you first contact us about hosting a PMO Flashmob we like to give you the option of choosing a theme for the session. You may have a topic you would like covered. Alternatively if you don't have a preference we can advise on a number of different topics available, choosing one together.

The type and structure of the session will depend on the topic you're interested in. There are a couple of different ways we can run a session. We can:

- Run a lecture based presentation
    - If your organisation's PMO team would like to present part or run the whole session, we will work with you to design that.
    - We can find a guest speaker for the session – someone who knows the subject matter very well.
- Devise a more interactive session
    - We can work with you to devise a lecture and interactive session enabling delegates to work together workshop style.
    - We can organise a fully interactive workshop, something like a World Café or similar without your input if you prefer.

Once a topic is chosen and the structure of the session is agreed, we create an overview of the evening describing what PMO Flashmobbers can expect if they attend. Typically this will need to be 6 – 8 weeks before the planned event so we have sufficient time to do the necessary marketing.

Room Logistics

Here's what we need to run an event:

1. We need a standard conference room that can ideally hold up to 30 or 40 people.
2. The room should have a projector and a laptop connector.
3. For some sessions – flipcharts would be required.
4. If you're able to provide drinks and nibbles – that would be great, but it's not a showstopper.
5. Access to the room would be required from 5.30pm to set up, attendees arrive from 6pm, session starts at 6.30pm and finishes between 8pm and 8.30pm.

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Marketing the Event

1. When the date and theme /topic is agreed PMO Flashmob will market and promote the event.
2. Details of the event are added to the PMO Flashmob website and ongoing distribution across social media channels. We will discuss with you if you're happy for us to promote you as hosts as part of this activity.
3. PMO Flashmob manage attendee registration and joining instructions.
4. Attendees are charged a small fee to ensure attendance at the session. Attendees from your organisation do not need to register on the website and we will discuss with you how many places are available for external attendees to assure we don't over book.
5. A list of all registered attendees will be available for reception / security entry.

On the Day

1. There will be at least one PMO Flashmob lead there to make introductions – and depending on the type of session – run the session.
2. For some sessions, and subject to your agreement, the sessions will be recorded so the rest of the community can access it at a later date.

We try to make it as easy as possible for you to give PMO Flashmob some space so we can continue to bring PMO practitioners together – to learn and network with each other.

Please get in touch with any further questions or just to get the ball rolling.