



### Hosting a Global VA Week Meet Up

Firstly, thanks for volunteering to help out the industry! Hosting an event needn't be expensive or a big hassle, we've found that often the best events are simply an agreement for everyone to meet in Starbucks and have a coffee – put a few VAs in a room together and the magic happens!

However there were a few things we discovered made life easier from our years of organising these:

- **Dates:** Rather than trying to find a date and time which suits everyone and co-ordinating multiple diaries, pick a date and stick to it. We suggest doing this within Global VA Week itself, 13-19 May 2013, but if it suits you to do it outside of this time, then do it!!!
- **Venues:** Pick somewhere central and easy to find. Most places will happily let you use their facilities as long as everyone has a cup of coffee – coffee shops, hotels, restaurants, or even Hot Desk offices have all been used. Don't fork out for venue hire – we want to make it as accessible as possible for as many VAs as possible, high costs will put some off. (Plus we don't want you to be out of pocket for doing something good for the industry!)
- **Bookings:** We've used [www.eventbrite.co.uk](http://www.eventbrite.co.uk) to manage the guestlists – it's free and you can publicise the event easily.
- **Tell SVA:** We'll update the Events Diary and GlobalVAWeek.com – just tell us day, date, time, location and your contacts/booking link by emailing [info@societyofvirtualassistants.co.uk](mailto:info@societyofvirtualassistants.co.uk)
- **Contact other VAs in your area:** Hard to believe, but not everyone checks the SVA website every day! Google "virtual assistant + YOUR AREA" and send each a quick invite to your event. You can do this via email or on twitter... They'll love the opportunity to get together! You might also want to invite VA clients, suppliers or other business people in your area.
- **The day before:** Send a reminder email/text/tweet to everyone. Make sure everyone knows who to look for by sending a pic of yourself and your mobile phone number in case they get lost or can't find you.
- **On the day:** Be there in good time, armed with your camera to take some pics and send them to us!! It's your event, so you can make it as formal or unstructured as you want – good questions to get the ball rolling include: How did you get started as a VA? What's the best thing about being a VA? Where do you get most of your clients from?

Have a fantastic event!!!

Caroline

