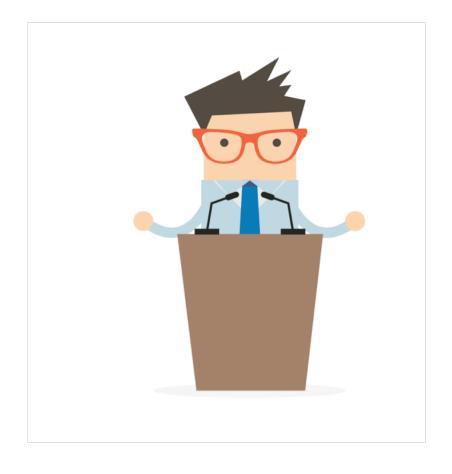


THE PASSLE EVENT PLAN



THE EXPERT-TO-EXPERT SALES AND MARKETING PLATFORM

THE EVENT PLAN



PREPARATION

DURING THE EVENT



3 ENGAGEMENT



AFTER THE EVENT



5 TARGETING THE SPEAKER

1

PREPARATION —





OBJECTIVE

Don't just turn up and wing it – remember you're either paying to host this event or taking time out of your diary to attend, so it makes business sense to drive a maximum return on investment. Define a measurable objective and build a plan around this goal.



CHECKLIST

- Look at the agenda and decide who you want to talk to
- Make a list of your target contacts & businesses
- Document the **event hashtag** (use this to follow the live debate online) *See Appendix for reference
- Research relevant topics & news which you can use in conversation and to draft content ahead of the event

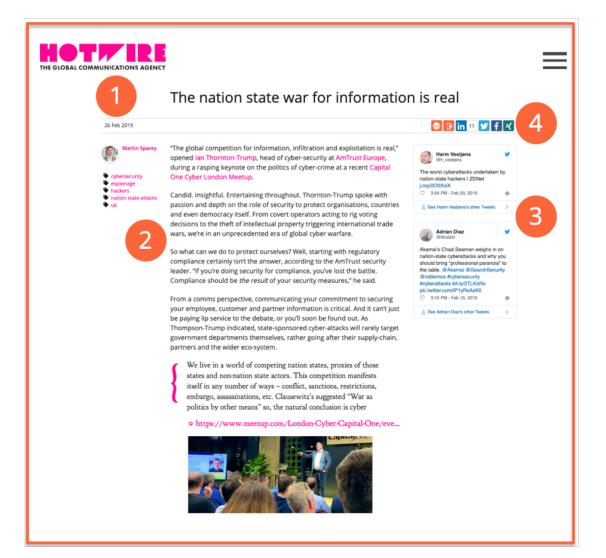


DURING THE EVENT





- Create content in real time this can be during a keynote presentation, panel discussion, or from your event stand. If you have made notes ahead of time this will be quicker.
- We recommend either **summarizing the main points** or focusing on **one particular point** in order to drive the dialogue online.
- Search the conference hashtag using *Passle's Twitter Picker* and select relevant Tweets to include on your post.
- Share your post to LinkedIn and Twitter. Make sure to thank those that you have included on your post. This will drive traffic back to your website.



ENGAGEMENT *





Use your social networks to engage in the online conversation. When sharing to Twitter don't forget to use the relevant hashtag. Also share your post on LinkedIn and namecheck the relevant people (you can do this by using @) *See appendix for reference on how to do this.



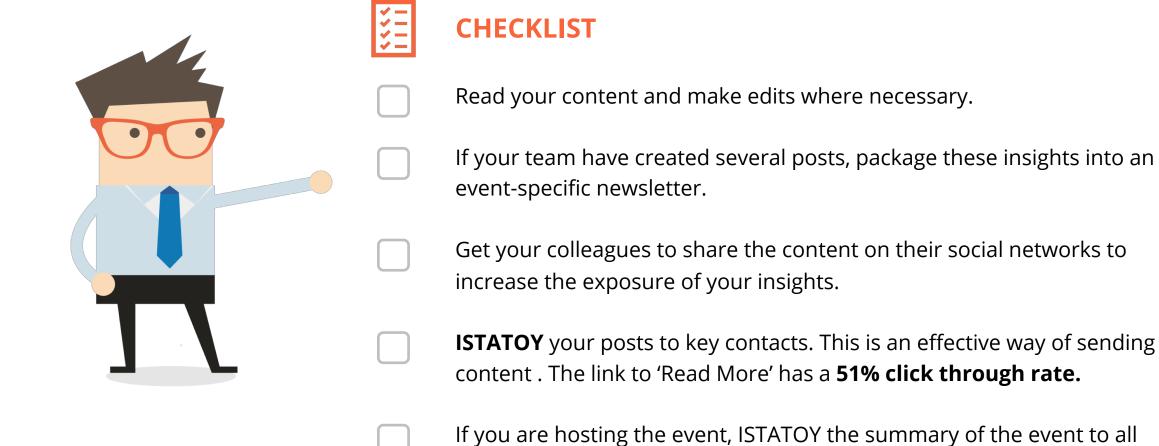
EXTRA TIPS

- Take photos of the speaker and/or key slides, include them in your post. When sharing online, make sure to include the speaker's name in your LinkedIn update and their handle when sharing on Twitter.
- Engage delegates by asking questions on Twitter using the event hashtag or even include a Twitter poll.

AFTER THE EVENT







those who came, and also to all those who could not make it.

TARGETING THE SPEAKER



- DEFORE

 Create and/or share a useful insight that will help your target contact with their preparation send this to them directly.
- DURING
 Write a post that summarizes and flatters the presenter in real time. Remember when sharing to include the speaker in your update.
- AFTER
 Leverage the content you have created during the event by sharing with key influencers (i.e. the event organisers, presenters, and your colleagues in attendance).







*To *Name -Check* a contact on **LinkedIn**, input an '@' sign in your update and type the name of the contact you want to tag. See image below:

← Linked in Freddy Dobinson Rasping keynote on the Politics of Cyber-Crime at the recent Capital One London Meetup. "The global competition for information, infiltration and exploitation is real," opened the Head of Cyber-Security at **AmTrust International** - @lan Thornton-Trum Ian Thornton-Trump CD • 2nd Head of Cyber Security at AMTrust International The nation state war for information is real (via Passle) insights.hotwireglobal.com **Post**

*Most conferences will have an event #Hashtag for joining the debate online. For example #IFGS2019 which is for Innovate Finance 2019:

