

Member Meet-Up Host Guide

Create connections in your community — the goal is connection, not perfection.



Member Meet Up Events are informal, welcoming gatherings hosted by members to build relationships and strengthen local communities. Easy to organize — pick a format (or choose your own):

Coffee meetup • Happy hour • Lunch • Walk or hike • Community service • Trivia night • Virtual topic

What You Do — the Host

- ✓ Choose a date, time & location, and possibly make a reservation
- ✓ Create your meet-up in the app
- ✓ Share with your peer/colleague network
- ✓ Check event in the app for new registrants, and start a conversation in the app
- ✓ Be onsite host — check in attendees (QR Code ticket), spark intros, encourage conversation and connection
- ✓ Send feedback and photos through app afterward

What CalCPA Connect Does

- ✓ Create event registration in app and on website
- ✓ Promote through available marketing channels
- ✓ Instant Attendee registration info
- ✓ Send event reminders
- ✓ Enables event moments to share event highlights
- ✓ Give you an opportunity to share on LinkedIn with branded image

Timing

Submit your event in the app **at least 6 weeks** before the date, to get best attendance

Event Expectations

- Keep it informal and relationship-focused
- Attendees cover their own food, drinks & parking
- Virtual hosts manage their own meeting platform (the app can automatically create a Zoom)
- No fundraising, sponsorships, sales, or formal CPE

Tips for a Great Event

- Arrive early; pick an easy-to-find spot
- Welcome everyone and make introductions
- Make first-timers feel especially welcome
- Nudge attendees to swap contacts & connect on LinkedIn
- Snap a few photos to share

Good to know: Member Meet-Ups are hosted by members and are not staff-managed CalCPA events. CalCPA will host office hours to offer guidance and support. Hosts coordinate their own location or virtual platform; CalCPA isn't responsible for venue arrangements, expenses, or logistics. Participation is voluntary, and attendees are responsible for their own participation.

Questions? Contact the Community Engagement Team at engagement@calcpa.org