

National Organization of Blacks in Dietetics and Nutrition

a member interest group of the
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and Dietetics

NOBIDAN Meet Up Planning Guide



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Meet Up Flowchart and Timeline



What is a “Meet Up”?

A “Meet Up” is an informal or formal gathering of NOBIDAN members, and other invited guests (e.g., other RDs, key supporters, students, etc.) in a state or local community, where individuals can network and support one another. The purpose would be to build partnerships for enhanced nutrition advocacy and engagement in the community. It is a time for social connection, sharing of ideas, and mentoring.

Meet Up Planning Process

Step 1: Submit Meet Up Request Form

If interested in organizing a Meet Up, first complete a brief Meet Up Request Form (p 5) and submit it to the Membership Committee Chair. Ideally this would be ~2 months prior to the tentative Meet Up date. See page 5 for the form. The Membership Committee Chair will send you an email list of all NOBIDAN members in your area.

Step 2: Survey Potential Invitees

The purpose of the survey is to help you find out what works best for the group and to begin planning the where, how and when the Meet Up will take place. Once you have collected a list of emails from the Membership Committee Chair, send an email with the attached survey requesting feedback for planning the Meet Up. The survey does not need to stay open for long, **7-10 days** is ample amount of time for people to respond. It also helps to keep you on schedule. You’ll want to send a reminder email when the survey is getting close to the deadline date. Let’s say 2-3 days prior to the closing date.

Create a survey using free websites such as Survey Monkey (<https://www.surveymonkey.com/>) or Doodle (<https://www.doodle.com/>) to collect your information and use a majority vote to decide. The survey should ask:

- Which dates work best for you? (List 2-4 dates as an option). It’s best to pick dates that are at least 4 weeks out (as shown in the flowchart above, 1-1.5 month prior is ideal). You do not want to scramble trying to throw the Meet Up together. You may have a better response if people have time to plan to attend.

- What time of day works best for you? (You can list 3-4 different 2-3-hour block options such as 10am-12pm, 12pm-2pm, 6pm-8pm, etc.)
- Which setting would you prefer? (Here you can list venues such as restaurant, park, meeting room, community center, etc.)
- What would you like to accomplish from this Meet Up? (The list could include networking, mentorship, social connection, other [for write-ins], etc.)

Step 3: Select Location and Date

Once the survey is closed, you will collect the data and begin looking for a location, if you haven't started already and start to let everyone know the selected date. You can send a save-the-date email with more information to follow, so that the interest is maintained.

Step 4: Share Meet Up Information for Social Media

Once the Meet Up date and location is established, share this information with the Membership Committee Chair for NOBIDAN to begin social media promotion

Step 5: Submit Meet Up Reporting Form and Photos

Once the Meet Up is complete, within 1 week, submit the Meet Up Reporting Form (p 7) to the Membership Committee Chair as well as relevant photos to post on social media. Make sure to ask the attendees for permission to post their photos on our social media outlets and gather their signatures on the Photo Release form (p 8).

Additional Tips and Information

Scheduling and Polling

Doodle and Survey Monkey are convenient scheduling and surveying platforms that you can use to aid on choosing a date and surveying potential attendees.

<https://doodle.com/make-a-poll>

<https://www.surveymonkey.com/>

Invitation

Create an Evite (<http://www.evite.com/>) or any other free website source for the Meet Up. Evite is a free website that can be used for event planning. Evite allows you to create an event with an invitation that will include all the details of the Meet Up. It is very easy to use and walks you through the steps to create it. An RSVP list is available and reminders can also be sent through the Evite.

The Meet Up Program

- Creating an agenda may be helpful. You can make the Meet Up as formal or informal as you would like.
- You may plan to have food if you would like, but it is not required. The idea behind its creation was a laid-back atmosphere.
- Keep minutes to share with others who were not able to attend (maybe they can make the next one).
- You may want to include an interactive icebreaker activity or networking game (see Bingo game on page 6)
- Take photos and set the next date for another great event!

Some Facilitator Talking points

History of NOBIDAN? List of leadership positions? How to be more active? Role of student ambassadors? Nutrition Bingo? If needed, we can provide you with sample slides to use.

Sharing is Caring: Reporting and Social Media Promotion

- As NOBIDAN is here to support you in your outreach efforts, we ask that you notify the NOBIDAN Membership Committee Chair at nobidan.membership@gmail.com (e-mail is fine) as to the date, time, location, and outcomes when completed, of your Meet Up once it's determined, so it can be added to our monthly reports.
- You may also share outcomes and pictures with the NOBIDAN members if all displayed agree (e.g., social media sites, NOBIDAN member webpage). We want our membership to know what you are doing, and sharing may also inspire others to do the same.



NOBIDAN Meet Up Request Form

All individuals interested in hosting a NOBIDAN Meet Up funded by NOBIDAN must complete this form 1-2 months prior to Meet Up for approval. Funds will only cover food and beverages during Meet Ups. Funds available are only on a first come, first serve basis. For questions please email nobidan.membership@gmail.com.

Meet Up information

Name(s) of host: _____
Email: _____
Phone: _____
Proposed Meet Up location: _____
Date of Meet Up: _____
Number of members and nonmembers in attendance: _____
Funds Requested: \$ _____
Rationale for funds requested (please describe what the funds will be used for)

Once Meet Up is complete, please attach a copy all receipts and email to Membership Committee Chair at nobidan.membership@gmail.com

NOBIDAN BINGO

The Task: To get Bingo either vertically, horizontally or diagonally!

Guidelines: You must collect signatures in the boxes to get Bingo. No more than two signatures from any person. Make sure you sign your name on the bottom before starting the game.

To win: When you have 2 – Bingos shout *“Bingos!”* really loud and give yourself a pat on the back.

Can't live without their cellphone	Is on Facebook	Is a student	Is retired	Is on LinkedIn
Knows what Twitter is	Has sent a text message recently	Served in the Military	Has been at their job for more than 8 years	Has 3 or more children
Has more than 4 siblings	Has been to Las Vegas	FREE	Has had an exciting airplane experience	Drives a truck
Has an unusual pet	Has more than 2 generations of family living at home	Watches TV shows or sports on the internet	Has a Hobby	Has their own Blog
Watches Dancing with the Stars	Has their own Website	Travel Enthusiast	Speaks more than one language fluently	Football Fan

Name: _____

The Task: To get Bingo either vertically, horizontally or diagonally.



NOBIDAN Meet Up Reporting Form

Host name:
Location:
Date & Time
Number of RDNs: Number of Students/Interns: Number of other associates (please specify professions:
Brief summary of Meet Up experience:
Things that worked well:
Suggestions for improvements:
Ideas for future Meet Ups:
What would you want others to know who may host a Meet Up? Additional Comments:

Return to: Membership Committee Chair at nobidan.membership@gmail.com

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Nutrition**

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**NOBIDAN Meet Up
Photography/Videography Release**

I authorize and permit the Academy of Nutrition and Dietetics on behalf of the National Organization of Blacks in Dietetics and Nutrition Member Interest Group (NOBIDAN MIG) to take, obtain and make use of photography and/or videography of the undersigned. It is understood that such photography and/or videography, without compensation to the undersigned, may be made available to the Academy of Nutrition and Dietetics on behalf of NOBIDAN MIG for the purpose of sharing with members and the public via the NOBIDAN website, communications and publications. *The photography/videography will not be sold for profit nor offered for sale.*

I warrant that I am of legal age to contract in my own name. I have read, understand and agree to this release.

Printed Name	Signature	Date

Return to: Membership Committee Chair at nobidan.membership@gmail.com