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Plan Your AMIA Meetup Checklist

Use this checklist to plan, promote, and host a successful member-led meetup.

Before the Meetup

- ☐ Choose a date, time, and location
- ☐ Determine the meetup purpose and format (networking, discussion, etc.)
- ☐ Confirm venue details or reservations
- ☐ Note whether advance RSVP is needed (optional)
- ☐ Communicate any costs or expectations
- ☐ Post the event in the AMIA Meetups Community and/or General Announcements

1–2 Weeks Before

- ☐ Send a reminder to attendees
- ☐ Prepare discussion topics or conversation starters
- ☐ Confirm logistics and accessibility needs

Day of the Meetup

- ☐ Arrive early to check the space
- ☐ Welcome attendees and explain the purpose of the meetup
- ☐ Invite non-members to learn more about AMIA
- ☐ Remind attendees that participants are responsible for their own expenses, if applicable
- ☐ Facilitate introductions
- ☐ Guide conversation as needed

After the Meetup

- ☐ Send a thank you or follow-up message to attendees
- ☐ Share any resources or key takeaways
- ☐ Share a brief recap or event photo in the AMIA Meetups Community, General Announcements, and/or on social media.
- ☐ Note lessons learned for future meetups



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AMIA Meetup Format Ideas

Not sure where to start? These meetup format ideas offer simple ways to bring members together without overplanning. Think of them as a starting point rather than a script—just enough structure to spark conversation and connection, while leaving plenty of room for informal discussion and flexibility.

- **AI Coffee Chat:** Casual café meetup to discuss AI use cases, tools, and challenges in healthcare
- **EHR Optimization Happy Hour:** Informal networking with conversation around workflows and system improvement
- **Clinical Informatics Lunch Meetup:** Midday gathering to connect over shared roles and experiences
- **Breakfast Roundtable: Emerging Topics:** Small group discussion on topics like interoperability, CDS, or data standards
- **Walk & Talk: Digital Health Trends:** Light networking while discussing current trends or challenges in the field
- **Conference-Side Meetup:** Quick gathering during AMIA or related conferences to connect with peers
- **Student & Early Career Meetup:** Low-pressure networking focused on transitions and career questions
- **After-Work Meetup: Informatics in Practice** – Flexible drop-in with casual discussion of real-world applications
- **Topic Table: Data & Analytics** – Café-based discussion focused on data governance, analytics, or visualization
- **Journal Club Lite:** Short article or topic shared in advance, informal discussion
- **Co-Working Meetup: Informaticians at Work** – Shared workspace time with informal conversation and collaboration
- **Dessert Meetup: Career Conversations** – Short, social gathering focused on career paths and professional growth



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Conversation Starters for AMIA Meetups

These optional prompts can help get conversations started at member-led meetups. Feel free to use one, several, or none at all. Meetups are designed to be informal and flexible, and you do not need to facilitate every question. Often, a single prompt at the beginning is enough to spark discussion.

Host Tip: If conversation slows, introduce another prompt or invite someone new to share their perspective. A few quiet moments are perfectly okay. Member-led meetups do not need a formal structure to be successful.

Easy Icebreakers (Great for the First 10 Minutes)

- What brought you to this meetup today?
- How did you first get involved with informatics?
- What kind of work are you focused on right now?
- What are you hoping to get out of today's conversation?

Professional & Practice Focused Prompts

- What's one informatics challenge you're thinking about these days?
- What's something that's working well in your organization right now?
- What tools, workflows, or approaches have you found especially helpful?
- What's one thing you wish more people understood about your role?
- What's a recent project or initiative you've learned from?

Career & Community Conversations

- What's one piece of career advice that's stayed with you?
- How has your role or area of focus changed over time?
- What skills are you hoping to build or strengthen next?
- What drew you to the informatics community?
- How do you like to stay connected with peers outside of conferences?

Topic Focused Starters

- What informatics trends are you paying attention to right now?
- Where do you see the biggest opportunities or challenges emerging?
- How is your organization approaching data, interoperability, or AI?
- What questions are coming up most often in your work lately?

Closing Prompts

- What's one takeaway from today's conversation?
- Would you be interested in another local meetup like this?
- What topics would you want to explore next time?