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AMIA Meetup Event Promotion Toolkit

Everything you need to promote your AMIA meetup, including [sample titles](#), [event details](#), [descriptions](#), [accessibility language](#), and [required disclaimer language](#).

Promote Your Meetup

AMIA Connect is the primary way to share and promote member-led meetups. To maximize visibility, post your meetup announcement in both the [General Announcements community](#) and the [AMIA Meetups community](#), and add the event to the groups AMIA Connect community calendar (Community Meeting → Add New Event) to help members discover local networking opportunities.

Use the templates in this toolkit to create your announcement. Be sure to include the event title, date, time, location, event description, RSVP information (if applicable), and any attendee costs or expectations.

Important: Every meetup announcement must include the required disclaimer listed at the end of this toolkit. This language helps set clear expectations for participants and should be included whenever the event is promoted.

Consider posting a reminder as the event approaches and sharing a brief recap or photos afterward to help build momentum for future local meetups.

Sample Event Titles

- AMIA Coffee Meetup: [City, State] Informal Networking & Conversation
- AMIA Informatics Discussion Meetup in [City, State]: [Topic]
- AMIA Happy Hour Meetup: [City, State]
- AMIA Networking Meetup: [City, State]
- AMIA Topic Meetup in [City, State]: [Topic] Discussion & Networking
- AMIA AI Coffee Chat: [City, State] Discussion & Networking
- AMIA Clinical Informatics Lunch Meetup: [City, State]
- AMIA Breakfast Roundtable: [City, State] Emerging Topics in Informatics
- AMIA Student & Early Career Meetup: [City, State]
- AMIA Data & Analytics Discussion Meetup: [City, State]

Sample Event Details Section

Date: [Day, Date]

Time: [Start–End Time]

Location: [Venue name, address, or general location]

Cost: Attendees cover their own expenses (food and beverages, if applicable)

Who Should Attend: AMIA members and colleagues interested in informatics

RSVP: [Optional – Please RSVP by Date / No RSVP Required]

Host Contact: [Name or first name only, optional]

Sample Event Descriptions

General Networking Meetup

Join fellow AMIA members in [City, State] for an informal, in-person meetup to connect, exchange ideas, and get to know colleagues in your area. There is no formal agenda, just an opportunity to meet peers and enjoy conversation. This is a member-organized meetup, and attendees are responsible for their own expenses. All are welcome.

Topic-Focused Meetup

Join AMIA members in [City, State] for an informal meetup focused on discussing current topics, challenges, and opportunities in informatics. This relaxed gathering provides a chance to share experiences, ask questions, and learn from colleagues across roles and career stages. No presentations or formal agenda. Just conversation and connection.

Coffee Meetup

Join fellow AMIA members in [City, State] for an informal coffee meetup and conversation. Whether you're new to the area, attending a nearby conference, or looking to connect with local colleagues, this relaxed gathering offers an opportunity to build relationships, exchange ideas, and enjoy informal discussion with others interested in informatics. No presentations or formal agenda. Just coffee, conversation, and connection.

Drop-In / Social Meetup

Stop by this informal AMIA meetup in [City, State] to connect with colleagues and expand your local network. This member-organized gathering is open to anyone interested in informatics. No formal presentations or agenda. Attendees are responsible for their own food and beverage expenses.

Sample Accessibility Note

If you have accessibility needs or questions before the meetup, please contact the host.

Disclaimer Language (required)

The following disclaimer must be displayed in any announcement of a meetup event in order to help set clear expectations for all participants.

Disclaimer:

This is an informal, member-organized meetup. AMIA does not provide staffing, funding, or supervision and disclaims all liability for this event. Participation is voluntary, and attendees are responsible for their own safety, travel, and expenses.