

# TI User Group Getting Started Checklist

Use this tool to organize your TI User Group meetings.

## Three Weeks Prior to Meeting

### Recruit participants

Make contact with teachers in your community who might be interested in meeting with other educators to share and learn about TI technology in the classroom.

### Secure a venue

Identify and reserve a meeting location that is centrally-located and can accommodate the number of participants you anticipate will attend.

### Survey potential attendees and select a date and time that would work best for everyone

### Ask for suggestions about topics and technology to address in the first and subsequent meetings

### Equipment needs

Borrow technology from TI for your User Group meeting by contacting the Workshop Loan Program at 1.888.917.6411 or visit [education.ti.com/loan](http://education.ti.com/loan) at least 30 days in advance of the meeting.

### Request a presenter

Contact your Educational Products Coach to check availability of your state's ETC or other local people to make a presentation at your TI User Group meeting.

### Invite participants

Distribute invitations to local teachers and other interested individuals and groups.

### Submit meeting post form(s)

Submit your meetings at [www.tigroups.com](http://www.tigroups.com) for them to appear on the TI Event Calendar web page.

## Two Weeks Prior to Meeting

### Prepare materials

Download materials for the meeting from [education.ti.com/go/pdf](http://education.ti.com/go/pdf).

## One Week Prior to Meeting

### Meeting reminder

Email a reminder to all participants about the upcoming meeting.

### One Week Post-Meeting

Return completed Feedback Forms and Sign-in Sheets to TI via fax to 972.917.1053 or by mail to TI User Group Coordinator, 7800 Banner Drive, MS 3919, Dallas, TX 75251.

Your EPC will be in touch to follow-up with you about the meeting.