



BECOMING A LAN DIRECTOR

Start a LAN in 4 easy steps

STEP

Host a Connections & Cocktails or Connections & Coffee. Hosting a C&C is a great first step and HQ can help you organize the event. Just contact Kelli Nelson (Kelli.Nelson@iaap-hq.org) if you need help getting started. If you are ready to start a LAN and don't need to host a C&C skip to step 2.

Tips for your C&C

- **Pick a great venue.** Need venue ideas? Check with local restaurants to see if they have a private section you can reserve at no cost or if they will reserve a few tables in their bar area.
- **Pick the right date/time.** Send out a brief survey to find out what day of the week works best for an after-work event. Saturday mornings may also work well for a Connections & Coffee event. We'll provide a list of members in your area and you can add additional admins in your workplace and/or area.
- **Plan a networking activity.** Create some conversation cards with questions on them to place on the tables. Questions focused on career goals work well.
- **Ready. Set. Invite.** Send your event details to Kelli.Nelson@iaap-hq.org and request a C&C kit. You'll soon receive a link to your EventBrite C&C registration page and HQ will email invitations to admins we know in your area. You can share the invitation via social media and even email invitations to other admins in your workplace and your area.

Hosting your C&C is easy!

- **Say "hello."** Welcome attendees personally by introducing yourself and allow some time for networking.
- **Let's start a LAN!** Ask your C&C attendees what they want from a LAN. What type of education? In-person or virtual (or both)? After work or dinner events? Would they attend a holiday networking/celebration event?
- **Stay Tuned.** As you wrap-up your C&C, be sure to thank everyone for attending and let them know you'll be following up soon with more information about upcoming LAN events.

STEP

Request the LAN Director Manual. Ask your Branch Director or Kelli for a copy of the manual. Review the manual and write down your questions/concerns to discuss with your Branch Director. It also helps to speak to a current LAN Director. Ask your Branch Director to connect you with a successful LAN Director.

Show me the money!

Each new LAN will be provided with start-up money so you don't even need to worry about how to pay for your first event.

STEP

Apply! Here are some things you'll need in order to fill out the application:

- Previous leadership experience (with IAAP or anywhere)
- Possible LAN event locations (just your ideas)
- Four possible education topics and tentative dates

Fill out your **application** and you will receive confirmation via email within one week that your LAN has been accepted. HQ will provide you with access to everything you need to get started.

STEP

Plan your first event. Use the form provided in your manual to submit your event information to HQ. You'll receive a link to your EventBrite LAN event registration page and HQ will email invitations to everyone in your Branch (you never know who will be in your area at the time of your event!). You can send the link to anyone else you want and you can share it via social media.