

How to fill out the form to host a Face 2 Face event for the DEN Virtual Conference



Create a New Face 2 Face Event

Event Location

Location

Street 1

Street 2

City

State/Province

Country

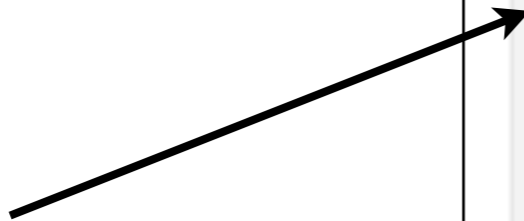
ZIP/Postal Code

Phone

This is most likely your school, but could be your house or another location where people will gather.



This is the actual location of your event. This tells people where to go to attend.



We need this information because it is the location where we will send the DEN goodies you'll give out for the event.

Most people have the items shipped to their house or their school.

Mailing Address

Street 1

Street 2

City

State/Province

Country

ZIP/Postal Code

Phone

Provide a few sentences about your event. What is unique about your event or location? Make your event sound fun!

Share more information about the agenda and what's going to happen at your event. Will there be any in-person presentations? Is there anything unique to your event that should be shared? Any specific directions for getting to the location? This could also be a place to remind people to bring a laptop or some time of tablet.

The screenshot shows a form for creating a 'Face 2 Face' event. It is divided into two main sections: 'Brief Description' and 'Description'. Both sections have a text area for input and a note at the bottom stating 'You can use Markdown for formatting.' At the bottom of the form, there are two buttons: 'CREATE FACE 2 FACE EVENT' (highlighted in blue) and 'Cancel'. Three arrows point from the text on the left to the 'Brief Description' field, the 'Description' field, and the 'CREATE FACE 2 FACE EVENT' button.

Click this when you're ready to submit your event.