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### Communication sent via the Meetup page

Subject line: New Meet-up line-up: XXXX

*Dear Members,*

*Our next****Agile & Scaled-Value Project Management meetup****hour is scheduled for this coming****XXX XXth, 2023 at 12:00 pm PDT / 2:00 pm CST / 3:00 pm EDT***

***XXX****is our guest speaker and he will be talking about****XXX***

*Please join us for this exciting seminar where XXX will talk about …*

1. *XXX*
2. *XXX*
3. *XXX*

*Please RSVP on our event page if you are coming XXXX*

*Looking forward to having you there!*

*ASVPM Meetup Team*

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**1 Week before the event: People that said yes**

*Dear Attendees,*

*We are looking forward to our* ***ASVPM Meetup*** *next week, XXX, to listen to* ***XXXX’s*** *talk on* ***"XXXX”.***

*Hope to see you all there.*

*We still have a few* [*slots available*](http://clicks.meetup.com/ls/click?upn=XbaZ37larFA-2FuV5MohrYpdrra25MtI4CzodbRR1Rd1lEnNkp77ftDzbQ4adch5r2nTaGZXU6Vb7INnJHfpDWKSUpOgJ1Q93LVfeZHd5zKu21IcNlrPt8h7vQrma9D-2F0q-2BhwE4O-2FzdMusKlytc5d2Ng-3D-3D7Yg4_6Oz-2FjQ14uqOT95URYteyR1Y1ryuqeWXAve-2FMr5cOKNxhBkluQpx-2FmC91FvI0DCPrrzXJD67-2BWUd-2B0MRkwHN9nkrfz5D8W4bFKi6br48-2BX0acOuM4LMH8ZUYO1O1SPv-2FbMCpwQ5fTc3Gp6c-2B2Ufl4U7Lvs8ZHjQG-2F3Q50NQg43NnYDclC-2B-2B5G2RPa2ek-2BNy1GKaBeesfBXcy94xXdst007SUiepJpdi7i-2BPUDnpEWZsSUIifg0ArN59oY0sC6POtbBTY7FJujMm6DSHxxLLlrRmeSs99oBO-2FeaTZRl1xQKg-2FW1-2BOE6Z7EllY6zmsD-2FSjgg8pj72oGtmuzqVLxVeZx7wQF1iWqXbt2jqHZbU-2B5WTLQnvQLddZRA9xCEO53pCXEi4bsdUTYT3piuGoHEhy2pkMG-2FL-2FeGzsCge9dGB0s7cHW31o-2F02bbCRTHACVOyjrdAFf2VNiTsVrn1E4uZ1NZwd6hftVp4A7-2FbbI87Bccd-2BAYFVP-2BNvVDRZtvk6aa0nVpaDOaN0D8Jc56Rs6OXlmM4iG7-2BXkyAKbinM-2BvZU6wE4hOzhhLZMjdkhVBad-2Fd-2Ff9TuGKzZLFrGKfAjPbG0qPXsjGnaooxlKnKE2Qc-2Boac3FuCeizKIS7DnJQrgSgJRA-2BO6Z3Ujz5-2FAxvT60MIx18R8sOr-2FHoc5RMuPfqk90C-2BNwE-3D)*, so please feel free to invite others that may be interested to join this exciting session!*

*ASVPM Meetup Team*

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**1 Week before the event: People that did not RSVP**

*Dear Members,*

*Next XXX,* ***XXX*** *at 12:00 pm PDT / 2:00 pm CST / 3:00 pm EDT, we will be hosting an* ***ASVPM Meetup*** *with our guest speaker* ***XXX*** *who will talk about* ***"XXXX”.*** *Join us for this exciting session!*

***These will be the takeaways:***

*· XXX*

* *XXX*

*· XXX*

*We still have a few* [*slots available*](https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/events/287427701/)*, and we hope to see you there!*

*ASVPM Meetup Team*

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**1 day before the event: People that said yes**

*Tomorrow: ASVPM Meetup, XXX*

*Dear Attendees,*

*We are looking forward to our ASVPM Meetup to listen to* ***XXXX'****s talk on* ***XXXX.***

*Hope to see you all there tomorrow XXX at 12:00 pm PDT / 2:00 pm CST / 3:00 pm EDT.*

*We still have a few slots available (~X), so please feel free to invite others that may be interested to join this exciting session!*

*ASVPM Meetup Team*

### Slack Template to advertise the event

*Dear Members, @channel*

*Our next Agile & Scaled-Value Project Management meetup hour is scheduled for this coming XXX XXth, 2023 at 12:00 pm PDT / 2:00 pm CST / 3:00pm EDT*

*XXX is our guest speaker and he will be talking about XXXX*

*Please RSVP on our event page if you are coming XXX*

*Please join us for this exciting seminar where XXX will ….*

*XXX is ….*

*Please RSVP on our event page if you are coming XXX*

*Looking forward to having you there!*

*ASVPM Meetup Team*

### Communication with the speaker via email / LinkedIn chat

*Dear XXXX,   
  
I hope you are very well.*

*On behalf of David Bakhtnia, ASVPM leaders and volunteers we would like to invite you to speak at the ASVPM Meetup Bureau. A few months ago, I contacted you as I believe David explained to you our Meetup program and we are still very interested in having you as a guest speaker. Sharing your knowledge and views will be a valuable resource for learning and guidance to ASVPM volunteers.*

*I have added a few dates available for XXX and XXX, but if you are not available on these dates but would be interested later in the year, we would be very keen to know the dates so we can make it happen.*

* *XXX*
* *XXX*

*I have attached the form with the information needed in case we can agree on a specific date.  
  
We very much look forward to hearing from you, and we hope you have a nice XXX,   
  
Thank you in advance,  
ASVPM Meetup Team*

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*Dear XXX,  
  
I hope you are very well. I'm Sara, we spoke on Linkedin, and David Bakhtnia introduced us this morning.  
  
On behalf of David Bakhtnia, ASVPM leaders, and volunteers we would like to invite you to speak at the ASVPM Meetup Bureau. Our Meetup Program features Agile leaders once a month that wants to share a gimps of their wisdom with our community of volunteers. More information about SVPM*[*here*](https://svprojectmanagement.com/home-page)*.*

*We have a meetup page and we also advertise the Meetups on social media. You as a speaker would be able to invite your community as well.*

*We have had a variety of topics such as "PO role", "Remote Teams that Rock", "Agile principles", "Lead with Joy", "Introducing Lean", "And Kanban". We are open to any topic that you would like to introduce, Apala mentioned you had some great tips on structuring Retrospectives, so that would be a very interesting topic but our community would be open to any other topic that you feel any agile practitioner would benefit from.*

*Regarding our audience, our community of volunteers comes from various backgrounds, and maturities, all interested to work professionally as developers, scrum masters, or product owners in agile teams, and for some of them, this is a bridge to gaining more skills and experience and be able to re-enter the workforce or change profession.*

*Sharing your knowledge and views will be a valuable resource for learning and guidance to ASVPM volunteers.*

*I have added a few dates available for XXX, but if you are not available on these dates but would be interested later in the year, we would be very keen to know the dates so we can make it happen.*

* *XXX of XXX 2023*

*I have attached the form with the information needed in case we can agree on a specific date.  
  
We very much look forward to hearing from you, and we hope you have a nice weekend,  
  
Thank you in advance,*

*ASVPM Meetup Team*

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*Dear XXX,*

*I hope you are very well and enjoying the XXX.  
  
We have created a Meetup Page for your event on****XXX XX****, regarding****XXX***

*Link: XXXX*

*You are welcome to share this with your network. We have 100 slots available, and we are advertising it now among our volunteer community & social media channels.*

*Lastly, could you confirm if we can record the session? Let us know and we will act accordingly.*

*We very much look forward to hearing from you. Sharing your knowledge and views on this topic would be a valuable resource for learning and guidance to ASVPM volunteers.*

*Thank you again in advance.*

*ASVPM Meetup Team*

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*Dear XXX,*

*We hope you are very well!*

*I'm writing you today to reinforce our excitement about next week's meetup regarding XXXX*

*We look forward to welcoming you and learning from you on XXX XXX at 12:00 pm PDT.*

*Sharing again the link to your meetup event in case you want to share it with someone:* [*XXX*](https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/events/286571661/)

*Lastly, we will be recording the session for internal volunteer uses unless you advise the contrary.*

*Thanks again for accepting to participate and share your immense knowledge, our community is very thankful and eager to learn.*

*Please get in touch if there is something I can do for you before to the meetup time.*

*ASVPM Meetup Team*

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*Dear XXX,*

*On behalf of all of us at Agile and Scaled Value Project Management (ASVPM), a heartfelt THANK YOU for your wonderfully inspiring and intriguing discussion yesterday! We have received many positive responses and great feedback from folks at ASVPM and outside of the organization! You have definitely inspired many to …..*

*Thank you so much as well for tailoring your presentation to meet the needs of so many project managers and Agile practitioners; it was a perfect way to help people think innovatively about some things they might have already been exploring.*

*We hope you have a wonderful XXXX, and we look forward to staying connected with you.*

*Best Regards,*

*ASVPM Meetup Team*

### LinkedIn Advertising Post

*We are excited to invite you to our next Agile & Scaled-Value Project Management Meetup  
  
XXXX, XXX XXXth, 2023 at 12:00 pm PDT / 2:00 pm CST / 3:00 pm EDT Our Guest Speaker, XXXX will talk about XXXX  
Link for more info: XXX   
  
XXXX is ….  
If you would like to join us, secure your space through our meetup page XXX*[*#agile*](https://www.linkedin.com/feed/hashtag/?keywords=agile&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)[*#scrum*](https://www.linkedin.com/feed/hashtag/?keywords=scrum&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)[*#projectmanagement*](https://www.linkedin.com/feed/hashtag/?keywords=projectmanagement&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)[*#SVPM*](https://www.linkedin.com/feed/hashtag/?keywords=svpm&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)[*#ASVPM*](https://www.linkedin.com/feed/hashtag/?keywords=asvpm&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)*,*[*#ScaledValuePM*](https://www.linkedin.com/feed/hashtag/?keywords=scaledvaluepm&highlightedUpdateUrns=urn%3Ali%3Aactivity%3A6943974230006874112)

### Advertising the event via email to our community of volunteers

*Dear SVPM Community!*

*I hope you are all well*

*Our next* ***Agile & Scaled-Value Project Management Meetup*** *hour is scheduled for* ***XXXX, XXX XXX, 2023.***

* *Time:****12:00pm PDT / 2:00pm CST / 3:00 pm EDT***
* *Topic:****XXX***
* *Our Guest Speaker is****XXX***

*Please access this link to find out more about this meetup and tell us if you will be joining through our new meetup page:*

*XXXX*

*You will be able to access the session through this meetup page if you reply “****You are going****”.*

*We have 100 spots available. This meetup will be public and it will be advertised soon, if you are interested in this topic, save your slot today!*

*Additionally, if you haven’t yet, join the ASVPM Meetup group* [*https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/*](https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/)*. We will be advertising all the subsequent sessions here and you will be automatically informed.*

*Thanks a lot in advance and let us know if you have questions by replying to this email.*

*ASVPM Meetup Team*

### Advertising the event via email to lean of volunteers.

***Subject line:*** *Agile & Scaled-Value Project Management Meetup - XXX!*

*Hello XXX, this is XXX,*

*I trust all is well and in good health.*

*It has been a while since I have not heard from you, and I wanted to touch base with my close friends and colleagues. I am reaching out to you because you have attended at least one of the “Lean-Agile Insights” meetup sessions.*

*During the pandemic, I co-founded a non-profit community of “Agile and Scaled-Value Project Management”, a global volunteer-based community of Agile-minded project management, by Agile project managers and for Agile project managers. Please take a look at our community website;* [***www.SVProjectManagement.com***](http://www.svprojectmanagement.com/)

*We also created a new meetup group to bring an Agile mindset to the world of project, program, and portfolio management. Please take a look at our meetup & join us;* [***https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/***](https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/)

*Our next Meetup is* ***XXXX, 2023****. Join us along with* ***XXXX*** *with so many years of hard-earn experience and a broad background in many industries. He has worked as a senior Scrum Master, Product Owner, and enterprise Agile and organizational coach among other leadership positions, and he will examine a simple, yet sophisticated situational assessment approach. More information in the following link* ***XXX***

*Please note that for security reasons and since I do not have your permission (yet), I send this email to registered attendees/participants of the past “Lean-Agile Insights” meetups. For the same reason, I have BCCed all of you.* ***Please send an email to david.bakhtnia@gmail.com if you want to be removed from the ASVPM Meetup invitations****.*

*David Bakhtiar,*

*ASVPM Founding Coach & Community Servant*

### Content to post on Meetup Page as a post prior the event and after.

*Dear Attendees,*

*We are looking forward to our ASVPM Meetup today to listen to XXX talk on "XXX".*

*Hope to see you all there. The meetup is starting in X hours.*

*We still have slots available, so please feel free to invite others that may be interested to join this exciting session!*

*The link to access the zoom meeting is at the right panel or you can use this one --> XXXX*

*ASVPM Meetup Team*

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*Thank you very much to everyone that could make it tonight to fantastic XXX talk about the XXX.  
  
We will be posting next week the recording and sharing the slides at this link here for those that could not join*[*https://svprojectmanagement.com/asvpm-meetups-and-community-events*](https://svprojectmanagement.com/asvpm-meetups-and-community-events) *If you are not yet following our Meetup page, please do, we will be advertising more sessions there. We feature one agile leader each month 🡪*[*https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/*](https://www.meetup.com/agile-and-scaled-value-project-management-asvpm/) *ASVPM Meetup Team*