

KnowledgeNet Chapter Program

YEARLY PLANNING WORKSHEET

Welcome Aboard, Chapter Volunteers! The IAPP team has created this worksheet to help you plan out all of your KnowledgeNet events for the upcoming year.

By creating a high-level schedule for your yearly events, you will be better equipped to secure content, speakers, hosts, and locations for your meetings. We understand that planning a full year in advance can be difficult, so we've outlined an example schedule below to help you better understand what we are looking for.

Please provide your completed worksheet to your staff partner who will help you get your events on the calendar and assist with any roadblocks you may face in the coming year.

EXAMPLE					
Event Type	Date	Speaker(s)	Topic	Host Location	Event Lead
Networking	1/28/21	N/A	Data Privacy Day Happy Hour	Local Bar	YPP
Educational	3/25/21	John Doe	GDPR	Virtual	Mike/Matt
Educational	5/23/21	Oprah Winfrey, Gayle King	CCPA	Chair's Office	Billy
Educational	7/28/21	Tom Hanks	Healthcare	Donated Meeting Space	All Volunteers
Networking	9/3/21	N/A	Coffee Chat	Local Cafe	Billy/Matt
Educational	11/14/21	Roundtable Discussion	Women Leading Privacy	Virtual	Mary

KnowledgeNet Chapter Chairs are expected to organize quarterly educational meetings (one of which aligns with an IAPP Section) and at least two networking events per year. **

Trouble finding a speaker?

- Host a networking event to meet potential speakers
- Plan a roundtable discussion led by the chairs
- Reach out to your IAPP staff partner to discuss additional options

Trouble finding a venue?

- Host a networking event to meet chapter members who can donate a meeting space
- Utilize your office space if available
- Plan a virtual event
- Reach out to your IAPP staff partner to discuss additional options

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