

Thank you for your interest in guest hosting a #We… tweetchat

Please use this form to submit your idea, pre chat information and links and suggested date of chat. Please note that chat times are defined defined by the community will always use the We hashtag .

Please email the completed form to [chats@wecops.org](mailto:chats@wecops.org)

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| --- | --- |
| Your name: |  |
| Your Twitter handle: |  |
| Your email address: |  |
| Title of proposed chat: |  |
| 1st choice of date: |  |
| 2nd choice of date: |  |
| 3rd choice of date: |  |

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| Please use this space to write a short bio that includes you job role and your expertise in the subject of the proposed chat |

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| Please use this space to copy and paste your pre chat information and links into (should be about 200 - 500 words in length)  Attach any documents you would like as downloads for pre content to the email with this form but please provide a description or title for these documents and the name of the document author and list them in this box |

If you application to guest host is successful we will post your pre chat information and bio on [www.wecops.org](http://www.wecops.org) and will schedule your chat. We would also need you to write a post chat blog about 500 words in length that summarises the chat - with a deadline of 24hours post chat.

Guest hosting a #We… chat is a great way for individuals to share the specialist knowledge and expertise that you have with your online community. You don’t have to be a either senior in your role nor have significant twitter following or impact to guest host as everyone adds value, so if you have a particular field of interest or expertise or you have had a recent experience or read an article that has made you think then please apply.

Guest hosting does take a little bit of time and commitment though – so here’s a run-down on what you would have to do:

1. Write some pre chat information (about 200 – 300 words as per above) with some links to relevant reading. Try to pose questions and get people thinking prior to the chat.
2. Lead the chat – ask questions, tweet thoughts, ask others opinions and answer any questions they may have. Your chat facilitator will be there to back you up and will be happy to have a call with you to go over the process before hand, as well as round up any non hashtaggers and RT important points on the night via the @We account.
3. Write a post chat blog that summarises the chat (about 500 words) This needs to summarise the general themes of the chat and you thoughts and feelings about the chat. Please bear in mind that we would need within 24 hours post chat.

So if you feel that you are up to the challenge of guest hosting then please complete our Guest Host Form and return it to us at [chats@wecops.org](mailto:chats@wecops.org) We look forward to hearing from you.