How to run a FreeBSD Installfest

Preparation:

Find a comfortable space for the number of people you want to invite. Make sure there is wi-fi available that the attendees can access. Think about having some food and drinks available for attendees.

Use a projector for the Installfest presentation. You can print out the instructions, but that does waste a lot of paper! In larger groups printing a few copies for attendees in the back may be necessary.

Get the presentation here: https://www.freebsdfoundation.org/freebsd/installfest-information/
There is also a How-To Guide here, for people who can't attend, but want to do a virtual installfest.

Ask attendees to bring laptop computers running Windows or Mac OS. Have them install VirtualBox before they arrive.

Running the event:

Make sure everyone is comfortable. You can have people introduce themselves and tell everyone why they are interested in learning about FreeBSD. Make sure you tell everyone your story, how you got involved with FreeBSD, and how you use it. Your goal is to encourage these people to use FreeBSD and contribute to the Project!

Follow the flow of the installfest slides. You can cover the FreeBSD slides while the participants are downloading FreeBSD. You can preload USB stick(s) if available, to save some time, since the download can take up to 20 minutes.

Feel free to add / remove parts of the installfest. It turns into a Beginning FreeBSD workshop, and you should make it more personal with what you think your participants might be interested in learning and what packages they might find useful.

Let us know how it goes. We would love to hear your feedback, both positive and negative. We want to improve on the workshop, and we can only do that with your feedback. Send photos too, and we'll post on our social media.
Good luck and enjoy spreading the word!