

# **Sue Ellson**

### GK BBus MPC PCDAA ASA WV SPN MEdPlus

Independent LinkedIn Specialist Author, Educator, Practitioner

13 December 2023

sueellson@sueellson.com

https://www.linkedin.com/in/sueellson



# Welcome

 $\checkmark$  10 ways to improve your LinkedIn Events

 $\checkmark$  specific tips

 $\checkmark$  relevant examples



# Special Gift – Free Downloads

✓ latest offer <a href="https://sueellson.com/latest-offer">https://sueellson.com/latest-offer</a>

- Usernames and Passwords Spreadsheet (most popular)
- LinkedIn Statistics and Backup Spreadsheet
- Basic Social Media Statistics Spreadsheet
- List of Publications Spreadsheet
- Sample Resume Layout Applicant Tracking System Friendly
- $\checkmark$  will send these direct to active participants!

### ✓ LIVE EVENT – LinkedIn for me and my career or business Workshop

Saturday 16 December 2023 9:30am – 1:30pm in person in Canterbury, Melbourne <u>https://linkedinforme.eventbrite.com.au</u> \$195 includes printed book Maximum four people

✓ keep up to date by following me on social media



# Follow / Subscribe to Sue Ellson Online



- ✓ LinkedIn Profile <u>https://www.linkedin.com/in/sueellson</u> (24,546 Connections, 27,928 Followers)
- ✓ YouTube <u>https://www.youtube.com/@sueellson</u> (364 Subscribers, 126 Videos – goal is 1,000+ Subscribers)
- ✓ LinkedIn Page <u>https://www.linkedin.com/company/sue-ellson</u> (847 Followers)
- ✓ Facebook <a href="https://www.facebook.com/sueellson2">https://www.facebook.com/sueellson2</a> (168 Followers)
- ✓ Twitter <a href="https://twitter.com/sueellson">https://twitter.com/sueellson</a> (432 Followers)
- ✓ Instagram <u>https://www.instagram.com/sueellson</u> (mostly poems) (397 Followers)
- ✓ TikTok <a href="https://www.tiktok.com/@sueellson">https://www.tiktok.com/@sueellson</a> (40 Followers)
- ✓ Sue Ellson Shares LinkedIn Newsletter (5,677 Subscribers) <u>https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328</u>
- ✓ Sue Ellson Sharing LinkedIn Newsletter (288 Subscribers) https://www.linkedin.com/newsletters/7011478630589497344
- ✓ Sue Ellson Email Newsletter (72 Subscribers) https://sueellson.com/newsletters



# How many years on LinkedIn?

Please pop your year in the chat so I can tailor this presentation

### Location

A – Australia

O – Overseas (can mention country if you wish)

### Mine is

2003 A

You can ask questions at any time

You can ask 'everyone' or 'just me' in the chat or contact me directly afterwards...

### Look for three things you can do in three hours from now

Open to Add profile section	Mo	re
Open to work Corporate Trainer, Book Author, Workshop Show details	∽	Send profile in a message Save to PDF
		Build a resume
Resources	i	About this profile
About this profile		
Sue Ellson 🛋		

Joined December 2003

Contact information Updated less than 1 month ago

Profile photo Updated over 1 year ago

# Fast Facts – more at sueellson.com

Sue Ellson is a Member of













Sue Ellson is the Founder of



https://sueellson.com/about and https://sueellson.com/services-and-pricing



# Author of five books



Latest - LinkedIn for me and my career or business - launched 23 January 2023

Give yourself a gold star 🛧 LinkedIn Presence

https://sueellson.com/books or https://120wayspublishing.com

# **Online Course**



## LinkedIn for me and my career or business 👚

- $\checkmark$  includes digital copy of book
- ✓ quick start program
- ✓ entire book instructions videos too!
- ✓ clickable links
- ✓ LinkedIn Profiles, Pages, Groups
- ✓ LinkedIn Engagement, Content, Results
- ✓ Setup, Shine, Surprise Methodology

10 weeks - two hours a week

## \$247 AUD

https://sueellson.com/courses/linkedin-for-me-and-my-career-or-business

# **Quick Points**

 $\checkmark$  acknowledge traditional owners of land where we are all based

- ✓ this presentation is for people of all backgrounds and it is not professional advice for your personal circumstances
- ✓ slides and video recording link will be emailed to all guests who registered to attend
- $\checkmark$  you can leave your video camera off and microphone on mute
- ✓ assume varied level of knowledge and experience and can read. Information correct at time of publication
- ✓ please add any questions you have in the Chat and make notes this is like a dream, forget when you wake up!
- ✓ learn more about me at <u>https://sueellson.com</u> and past clients at <u>https://sueellson.com/clients</u>
- ✓ will be asking you what has been most helpful to you at the end (feedback for me)
- $\checkmark$  if you are watching this later, the screen may have changed
- ✓ find one way to say 'thank you' pro bono 10 hours work
- Buy a book, Follow on Social Media, LinkedIn Endorsement or Recommendation, Facebook or Google Review



Review your Events Strategy
Publish on your website first
Add to LinkedIn
Share as a Post
Invite Connections to attend
Invite Attendees to connect
Send Calendar Invitation
Send Event Reminder
Add Recording to YouTube and your website
Follow Up with Attendees



### 1. Review your Events Strategy

- need to upload on LinkedIn four weeks (or more) before event
- need to focus on free and online events
- need to link to a website page, not Zoom or event registration
- need to promote event in your newsletter, social media etc
- need to have a Privacy Policy on your website and link to it
- preferable to have regular schedule rather than random dates
- I prefer External Event Link rather than Audio or LinkedIn Live
- be aware some people have turned off notifications for events
- maximum duration 60 minutes (prefer 30 minutes or less)
- decide if better off just adding content on your website and socials
- does your audience fit a certain day, date or time?
- encourage people to REGISTER even if they cannot attend live

# Event format\* Select LinkedIn Audio Event An audio only format that allows participants to raise their hand to join the conversation. LinkedIn Live Stream from a 3rd party tool. Attendees join on LinkedIn to watch and comment. External event link Share event details on LinkedIn. Enter an external link for participants to join.

### 2. Publish on your website first

- permanent record
- increase your digital asset value
- can include Zoom link
- can insert images and videos
- can include feedback
- can gain lifetime value from event on LinkedIn
- can add to Eventbrite, Humanitix, Google, Facebook
- can search engine optimise

https://sueellson.com/blog/category/linkedin-webinar

### Sue Ellson

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#### 10 Ways to Improve your LinkedIn Events

LinkedIn, LinkedIn Webinar, Presentations, Social Media, Videos / November 25, 2023 / Sue Ellson, Sue Ellson LinkedIn, Sue Ellson LinkedIn Webinar, Sue Ellson Presentation, Sue Ellson Video



### 3. Add to LinkedIn

- can add as a Person or as a Company/School Page (prefer Company/School for a 'Past List') from the Newsfeed
- link to Privacy Policy so you can collect Attendee details
- include an image (with details) and a title with details (may appear on Attendees LinkedIn Profile)
- select Speakers (hopefully you have connected already with them)
- in link section, link to the event on your WEBSITE so that the link works after the event as well
- include a Zoom or online link in the Description as well and plenty of details (consider adding an exit survey in Zoom)
- be aware that if you edit the event details, your link to the event may vanish!

https://www.linkedin.com/events/10waystoimproveyourlinke dineven7119462320686186496



#### What do you want to talk about?



### 4. Share as a Post

- it will automatically create a Post when you have finished uploading it so be mindful
- make sure you share through your other channels
- Boosting your Event requires a minimum spend AUD\$130 – ask if your audience uses LinkedIn frequently before spending
- watch out for spammers on the day of the event (another reason why you want to correspond directly with attendees) and turn off Comments

https://www.linkedin.com/posts/sueellson\_linkedinways-linkedinforme-webinar-activity-7119462323685126144-KzQ8



FREE WEBINAR // 10 Ways to Improve your LinkedIn Events  $rac{1}{2}$  on m (1) Wednesday 13 December 2023 at 12pm AEDT UTC+11 Melbourne time with Independent LinkedIn Specialist Sue Ellson.

Recording and slides will be sent to everyone who registers, even if you cannot attend live.

Please share with anyone who may be interested for themselves or for the people they support!

#linkedinways #linkedinforme #webinar #sueellson #linkedinevents

See translation



😨 Comments have been turned off on this post. You can still react or share it.

2 reposts

### 5. Invite Connections to Attend

- 1,000 per week (for you and any attendee but getting others to do this is challenging!)
- can invite a sorted list of your Connections
- remember some people have turned off Event Invitations
- use your other channels to promote the Event (including other event listings like Eventbrite, Humanitix, Try Booking, Google, Facebook etc)
- consider copying the event link and sending direct messages to key people to invite to attend
- If you change the date/time then it will advise people who have already registered

#### Tomorrow, 12:00 PM

#### 10 Ways To Improve Your LinkedIn Events Wed 13 Dec 2023 UTC+11 12pm \$0 Event by Sue Ellson

🔛 Wed, Dec 13, 2023, 12:00 PM - 12:30 PM (your local time) Add to calendar 🔻

- Online
- Event link · https://sueellson.com/blog/10-ways-to-improve-your-linkedin-events/

		Kelly Briede	and 96 other attendees	
(	Sha	re 🔻 Manage		
	Sha	re on LinkedIn Invite	each your target audience and increase attendance.	
	0	Repost to Feed		
D	1	Send in a message	Networking Analytics	
T	Oth	or options		
s	Oth	er options		•••
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FI U	$\mathbb{X}$	Twitter	mprove your LinkedIn Events 🌟 on 🕐 Wednesday 13 December 2023 at 12pm AEDT ndependent LinkedIn Specialist <mark>Sue Ellson.</mark>	
R	f	Facebook	nt to everyone who registers, even if you cannot attend live.	

Please share with anyone who may be interested for themselves or for the people they support!

#linkedinways #linkedinforme #webinar #sueellson #linkedinevents

#### See translation



### 6. Invite Attendees to connect

- click on list of attendees and sort by 2<sup>nd</sup> and 3<sup>rd</sup> Connections

- invite relevant people to Connect (can include message to say thanks for registering to attend event and inviting to connect and/or follow)

- can also prompt you to consider who else to invite or message directly



### 7. Send Calendar Invitation

- whilst LinkedIn can send a reminder, I recommend an email calendar invitation sent individually to each person who has registered to attend (I use MS Outlook Plugin Send Personally by MAPILab to send individual email calendar invites)

- include Zoom link in calendar invitation (and website link)
- turn off Send Responses (no need for people to confirm)

- remember to send calendar invitation to people who have registered via other channels (and the speakers are confirmed)

$\triangleright$	From 🗸	sueellson@sueellson.com	
Send	Title	10 Ways To Improve Your LinkedIn Events With Sue Ellson	
	Required		
	Optional		
	Start time	Wed 13/12/2023     12:00 PM     Image: All day     Image: All da	
	End time	Wed 13/12/2023     Image: Control of the security of the s	
	Location	https://us02web.zoom.us/j/81633361635?pwd=MkE2MWpvbEJ5T1g0b2VUVXp6Qk4xdz09	🕂 Room Finder
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Hello			
This is vour	calendar remin	der for Wednesday's webinar on 10 Ways To Improve Your LinkedIn Events with me. Sue Ellson!	

I will send a reminder email tomorrow.

The Zoom Link, slides and video recording will all be at https://sueellson.com/blog/10-ways-to-improve-your-linkedin-events

If you find the webinar helpful, please consider adding a review describing what you found helpful at

https://g.page/sue-ellson-author/review OR

https://www.facebook.com/sueellson2/reviews OR

#### https://sueellson.com/reviews

as a way of saying thank you (roughly 10 hours of work to provide this webinar to you). There will be a special email sent to those who attend live on the day!

Network with the other guests who have registered to attend via https://www.linkedin.com/events/10waystoimproveyourlinkedineven7119462320686186496 (you can also invite your own LinkedIn Connections to attend via the Share button) or book yourself in for the next one on 10 Ways To Improve Your LinkedIn Strategy on 10 January 2024 at https://www.linkedin.com/events/10waystoimproveyourlinkedinstra7140290821047631872 or https://linkedininsights28.eventbrite.com.au

Enjoy your day! Cheers, Sue

### 8. Send Event Reminder

- on the day of the event, approximately one hour beforehand, send an email with the link to click to attend (with a reminder of how they can access the recording which will appear on the event page of your website)
- don't be too disappointed if people register but do not attend live – some will only be registering to receive the recording as the time zone may not be suitable

$\geq$	From 🗸	sueilson@sueilson.com
Send	То	Sueellion@sueellion.com)
	Cc	
	Bcc	
	Subject	Today's Webinar and Recording Link for '10 Ways To Improve Your LinkedIn Events' Wed 12 Dec 2023 at 12pm AEDT UTC+11
iello		
eno.		
		attend and/or receive the recording of '10 Ways To Improve Your Linkedin Events' 30 minute webinar being held today, Wednesday 13 December 2023 from 12pm Melbourne, Australia AEDT Ellson, Independent Linkedin Specialist, Author, Educator, Practitioner and Consultant.
lere are the	e details! <u>https:</u> /	//us02web.zoom.us///81633361635?pwd=MkE2MWgvbEI5T1g0b2VUVXp6Qk4xd209 Meeting ID: 816 3336 1635 Passcode: 306485
he slides ar	nd recording w	il be at https://sueelison.com/blog/10-ways-to-improve-your-linkedin-events later today if you can't attend live.
encourage	you to take not	ies when you watch the webinar as there will be a lot of extra information in the live presentation.
eople who	attend live will	also be emailed some digital files you can use immediately.
II questions	s are very welco	me in the chat – let me know if you have anything specific you would like me to discuss by reply email.
		or me and my coreer or business' launched on 23 January 2023 is available now at <a href="https://sueelison.com/books">https://sueelison.com/books</a> It offers a step by step guide on how to update your Linkedin Profile and Linkedin for your career or business and my very first online course (that includes the book) is at <a href="https://sueelison.com/courses/linkedin-for-me-and-my-career-or-business/">https://sueelison.com/books</a> It offers a step by step guide on how to update your Linkedin Profile and Linkedin for me-and-my-career-or-business/
encourage	you to follow m	e online on your favourite social channels and click the Notification Bell!
verything I	share, roughly	twice a week, adds value.
inkedIn Pro	ofile <u>https://ww</u>	w.linkedin.com/in/sueellson (if we are not connected, visit the link, choose 'More' then choose Connect)
ouTube <u>htt</u>	ps://www.yout	ube.com/@sueellson (help me reach 1,000 subscribers!)
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		com/@sueelison
	s://twitter.com	
		Linkedin Newsletter https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328
		ewsletter https://sueellson.com/newsletters
		as been most helpful to you at the end (great feedback for me).
-		ful, please consider adding a review describing what you found helpful at
		uthor/review OR
		/sueellson2/reviews OR
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	saying thank yo	
		you will not appear on the recording, so there is no need for you to have your video camera on.
lease keep	your micropho	ne on mute unless you are asking a question.
ttps://www	w.linkedin.com	istered or click on the invite button to invite a Connection of yours on Linkedin to attend and/or receive the recording at /events/10waystoimproveyourlinkedineven711946/120686186496
ttps://www	w.linkedin.com/	binar on '10 Ways To Improve Your Linkedin Strategy' will be on 10 January 2024 <u>https://linkedininuights28.eventbrite.com.au</u> or events/10wastoimproveyoufinkedinstra7140/290821047651872
		ve workshop for four hours on Linkedin here in Melbourne on Saturday 16 December 2023 from 9:30am – 1:30pm in person in Canterbury, Melbourne https://linkedinforme.eventbrite.com.au book and there are only four places available.
an't wait to	o share with yo	u all - see you online shortly!
	t LinkedIn Spec	CDAA ASA WV SPN MEdPlus allist, Author, Educator, Career Development Practitioner, Consultant, Founder, Gigster, Trainer, Poet
ublications https://suee		, Podcasts, Poems, Pricing

Connect on LinkedIn https://www.linkedin.com/in/sueellsor

My five non-fiction books https://sueellson.com/books

### 9. Add recording to YouTube and your website

- can be unlisted if you wish but I do public to have ongoing value from the event
- encourage you to turn on subtitles and edit the most important words
- hold all comments for review (to prevent spammers and comments you cannot delete)
- choose NOT suitable for children so it can be shared and/or embedded
- select a relevant thumbnail image (I use the same as for my event listings 1280 x 720 pixels)
- you may wish to add the video to a Playlist on your Channel <u>https://www.youtube.com/playlist?list=PLkTG</u> <u>344YGqRHSHuEiY-I1b5ZNxC8O5RYm</u>
- embed the YouTube video on the event page on your website



### 10. Follow up with attendees

- Have you connected with all relevant attendees? (visible for 12 months but don't forget!)
- Do you want to invite them to Follow your Company Page?
- Do you want to invite them to your Email Mailing List (don't automatically do it)?
- Do you want to follow up from chat comments or survey responses?
- Do you want to invite them to subscribe to your LinkedIn Newsletter?
- Do you want to send one more email a week later to remind them to watch the recording?
- Have you prepared for the next event and started the 1,000 invitations per week?

### Grow your followers



250/250 credits available 😮

Build your audience and reach by inviting connections to follow your Page

Invite connections

Review your Events Strategy
Publish on your website first
Add to LinkedIn
Share as a Post
Invite Connections to attend
Invite Attendees to connect
Send Calendar Invitation
Send Event Reminder
Add Recording to YouTube and your website
Follow Up with Attendees



What were your faves?

Please choose three things from this session to do in three hours from now



# LinkedIn Insight Webinars

**Next LinkedIn Insight Webinar – 28th** – 10 Ways to Improve Your LinkedIn Strategy 10 January 2024 <u>https://sueellson.com/blog/10-ways-to-improve-your-linkedin-strategy</u>

- 10 Ways to Improve your LinkedIn Events 13 December 2023
- 10 Ways to Improve your LinkedIn Newsletters 7 November 2023
- 10 Ways to Improve your LinkedIn Articles 11 October 2023
- 10 Ways to Improve your LinkedIn Posts 13 September 2023
- 10 Ways to Improve your LinkedIn Engagement 9 August 2023
- 10 Ways to Improve your LinkedIn Page 12 July 2023
- 10 Ways to Improve your LinkedIn Profile 14 June 2023
- LinkedIn for Real Estate and Commercial Property Professionals 10 May 2023
- LinkedIn for Military, Defence and Emergency Services Professionals 12 April 2023
- LinkedIn for Social Media, Marketing and Digital Strategy Professionals 8 March 2023
- LinkedIn for Recruiters, Headhunters and Executive Search Professionals 8 February 2023
- LinkedIn for Medical, Health and Nursing Professionals 11 January 2023
- LinkedIn for Migrants, Expatriates and Repatriates 14 December 2022
- LinkedIn for Sales People 9 November 2022
- LinkedIn for Career Changers 12 October 2022
- LinkedIn for Tradespeople 14 September 2022
- LinkedIn for Students and Future Graduates 10 August 2022
- LinkedIn for Women Wednesday 13 July 2022
- LinkedIn for Authors Wednesday 8 June 2022
- LinkedIn for Early Career Professionals Wednesday 11 May 2022
- LinkedIn for Creatives Wednesday 13 April 2022
- LinkedIn for Education Professionals Wednesday 9 March 2022
- LinkedIn for Human Resource Professionals Wednesday 9 February 2022
- LinkedIn for Journalists and Media Professionals Wednesday 12 January 2022
- LinkedIn for Board Directors and Senior Leaders Wednesday 8 December 2021
- LinkedIn for CEO's and Business Owners Wednesday 3 November 2021
- LinkedIn for Business Coaches and Career Specialists Wednesday 6 October 2021

## All Registration Links, Slides and Recordings from past webinars – all FREE plus list of future webinars

https://sueellson.com/linkedin-insight-webinars-and-recordings

# **Online Course**



## LinkedIn for me and my career or business 👚

- ✓ includes digital copy of book
- ✓ quick start program
- ✓ entire book instructions videos too!
- ✓ clickable links
- ✓ LinkedIn Profiles, Pages, Groups
- ✓ LinkedIn Engagement, Content, Results
- ✓ Setup, Shine, Surprise Methodology

10 weeks – two hours a week

## \$247 AUD

https://sueellson.com/courses/linkedin-for-me-and-my-career-or-business

74

# Special Gift – Free Downloads

✓ latest offer <a href="https://sueellson.com/latest-offer">https://sueellson.com/latest-offer</a>

- Usernames and Passwords Spreadsheet (most popular)
- LinkedIn Statistics and Backup Spreadsheet
- Basic Social Media Statistics Spreadsheet
- List of Publications Spreadsheet
- Sample Resume Layout Applicant Tracking System Friendly

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- ✓ Facebook <a href="https://www.facebook.com/sueellson2">https://www.facebook.com/sueellson2</a> (168 Followers)
- ✓ Twitter <a href="https://twitter.com/sueellson">https://twitter.com/sueellson</a> (432 Followers)
- ✓ Instagram <u>https://www.instagram.com/sueellson</u> (mostly poems) (397 Followers)
- ✓ TikTok <a href="https://www.tiktok.com/@sueellson">https://www.tiktok.com/@sueellson</a> (40 Followers)
- ✓ Sue Ellson Shares LinkedIn Newsletter (5,677 Subscribers) <u>https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328</u>
- ✓ Sue Ellson Sharing LinkedIn Newsletter (288 Subscribers) https://www.linkedin.com/newsletters/7011478630589497344
- ✓ Sue Ellson Email Newsletter (72 Subscribers) https://sueellson.com/newsletters



# Author of five books



Latest - LinkedIn for me and my career or business - launched 23 January 2023

Give yourself a gold star 🛧 LinkedIn Presence

https://sueellson.com/books or https://120wayspublishing.com

# **Extra Resources**

Blog https://sueellson.com/blog

Publications https://sueellson.com/publications

Presentations https://sueellson.com/presentations

Podcasts https://sueellson.com/podcasts

Television https://sueellson.com/television

Videos https://sueellson.com/videos

Today's slides and recording will be at <u>https://sueellson.com/blog/10-ways-to-improve-your-linkedin-events</u>



# What has been most helpful to you today?

 $\checkmark$  You can add a comment saying what was most helpful in the Zoom chat now – great reflection for others

 $\checkmark$  Please complete the Exit Survey when you leave the webinar

✓ Write a Review on

Google <u>https://g.page/sue-ellson-author/review</u> (141 Google Reviews) or Facebook <u>https://www.facebook.com/sueellson2/reviews</u> (10 Reviews) Online <u>https://sueellson.com/reviews</u> (lots!)

✓ Follow Sue Ellson's Socials or Contact directly <a href="https://sueellson.com/contact">https://sueellson.com/contact</a>









Google Review

Facebook Review

Online Review

Follow Socials / Contact

