

BOSTON AI WEEK 2027 · THE FESTIVAL OF AI

Event Host Guide & Resources

Everything you need to plan, submit, promote, and fill a great event during Boston AI Week 2027.

September 16 – October 28, 2027

Core Festival Week: September 24 – October 1

Across Massachusetts — from the Berkshires to Wellfleet

2027 Theme · **AI Everywhere. For Everyone**

An independent community festival operated by SmartCurrent Inc.

aiweek.boston · info@aiweek.boston

Updated November 2026

Welcome, host 👋

Thank you for bringing an event to Boston AI Week 2027. Hosts are the heart of this festival — the meetups, workshops, demo nights, panels, hackathons, and conferences you run are what make the week worth showing up for.

Events can be scheduled during the festival, September 16 – October 28, 2027. We list affiliated events outside the window case by case.

This guide walks you through everything: how to come up with and submit your event, how it gets reviewed and listed, where to host it, how to fill the room, and the standards we ask every host to uphold. Boston AI Week is a platform, not a single conference — organizations across the Commonwealth host their own events, and we organize them into one official, statewide calendar that tens of thousands of people browse. Your event lands in front of all of them.

We update this guide as the festival approaches, so check back for the latest. Questions that aren't answered here? Check the Help Center, or email us at info@aiweek.boston — we're glad to help.

At a glance

Festival dates	September 16 – October 28, 2027 · Core Festival Week: Sept 24 – Oct 1. Events run statewide across the full window.
Where	Statewide across Massachusetts. Seaport is the center of gravity, with Cambridge / Kendall Square and hubs from Worcester to the Berkshires.
2027 theme	AI Everywhere. For Everyone
Tracks	Nine tracks organize the schedule. Hosts choose every track an event fits, up to three.
Scale	America's largest AI festival: in 2026, 193 host organizations ran 252 events across six weeks.
Cost to host	Free to list an approved event. Hosts cover their own event costs (venue, food, A/V, etc.).
Submissions	Open now and reviewed on a rolling basis through October 28 — no fixed deadline. Submit early to be listed sooner and included in festival promotion.
Submit / questions	aiweek.boston/host-event · info@aiweek.boston

Quick links

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How to host a Boston AI Week event

Have an idea for an event? Bring it to the festival. Anyone can propose one — startups, enterprises, universities, investors, community groups, nonprofits, and cultural organizations all host. The steps are simple: decide what to run and which tracks it fits, pick a place and time, then submit it for review.

1. Decide what you want to host

Any AI-relevant format works. The most common ones:

Format	Great for
Meetup or community gathering	Lightweight evening or half-day sessions and recurring groups (e.g. "Boston RAG Builders Meetup"). Existing groups are welcome under the official banner.
Workshop or hands-on session	Teaching a skill, tool, or workflow (e.g. "Build an Agent in 90 Minutes" or "Evals for Production LLMs").
Panel or fireside chat	Curated conversations with practitioners and leaders (e.g. "How Three MA Founders Are Shipping Agents").
Hackathon or demo night	Bringing builders together to ship and show. We love events where attendees leave with something they made.
Conference or summit	Multi-day, multi-track flagship programming for a topic or industry.
Career or recruiting event	Hiring fairs, portfolio reviews, and talent mixers. These can connect into the AI in Massachusetts Workforce Development & Career Fair.

What we're especially looking for in 2027:

- **Practitioner-led substance over spectacle.** Honest technical conversations, real deployments, and lessons learned beat product pitches every time.
- **Hackathons and builder events.** They pull in the engineers, researchers, and developers who make the ecosystem go.
- **Applied AI tied to the theme — "AI Everywhere. For Everyone."** How organizations put AI to work in core operations, and how communities experience it in education, culture, healthcare, and everyday work.
- **Research showcases and academic sessions.** Lectures, poster sessions, and labs opening their work to the community.
- **For founders and investors, by founders and investors.** Demo days, fundraising sessions, and gatherings for the seed, angel, and LP community.
- **Newsworthy moments.** Launches, announcements, and first looks that give attendees a reason to be in the room.

2. Choose your tracks

Nine tracks organize the 2027 schedule so attendees can follow the subjects that matter to them. Choose every track your event fits, up to three. We may adjust tracks during review so the schedule stays consistent.

Track	What it covers
Enterprise AI	How established organizations deploy, govern, and scale AI in their core operations.
Startups and Venture	Founders, investors, and the companies being built and funded in Massachusetts.
Workforce and Education	Skills, training, hiring, and how schools and employers prepare people for work with AI.
Health and Life Sciences	AI in care delivery, biotech, pharma, and medical research.
Public Sector and Civic AI	Government, policy, and AI in service of cities, towns, and residents.
Research and Labs	New work from universities, institutes, and industry labs.
Small Business	Practical AI for local companies, independent professionals, and community organizations.
Arts, Culture, and Media	Artists, creators, journalists, and cultural institutions working with AI.
Physical AI and Robotics	Robots, autonomy, manufacturing, and AI that works in the physical world.

3. Pick a location

Boston AI Week is statewide, and **in-person, virtual, and hybrid events are all welcome.** In-person events should take place in Massachusetts; virtual and hybrid events are listed with a join link. **Note: Boston AI Week does not provide venues** — you arrange your own space (more help in Venues & spaces). You can host anywhere in the Commonwealth, but density helps attendance. The hubs that anchor the week:

Hub	Why it works
Seaport (Boston)	The center of gravity. The Opening and Closing parties, RoboBoston, and large summits cluster here — high foot traffic and the most cross-event spillover.
Cambridge / Kendall Square	The research-and-builder core near MIT, Harvard, and Microsoft NERD. Ideal for technical deep-dives, labs, and meetups.
Back Bay & Downtown / Financial District	Central, transit-friendly, and full of corporate and event space — good for enterprise roundtables and panels.
Beyond Boston	Somerville, Worcester, Lowell, the Pioneer Valley (Amherst, Greenfield), Sturbridge, Springfield, and the Berkshires (Lenox) — all the way out to the Outer Cape (Provincetown, Wellfleet). Statewide events are encouraged — they extend the festival across the Commonwealth.

4. Propose a day and time

- Any day of Core Festival Week (Sept 24 – Oct 1) can work. Use Eastern Time for everything.
- Evenings suit meetups and mixers; daytime suits workshops, conferences, and career events.
- The Opening Party (Fri, Sept 24) and Closing Party (Fri, Oct 1) bookend the week in the Seaport. Aim to **complement the anchor programs rather than collide with them** — see Signature & anchor programs.
- Pick the date and time that genuinely works best for your audience — you know them best.

Submit your event

All events go through one official submission form. Complete it at aiweek.boston/host-event. There is no charge to list an approved event.

How it works

1. **Submit your event.** Provide your title, description, format, tracks, date and time, location (or virtual join link), capacity, and host details — plus your logo.
2. **We review it.** Every submission is reviewed for relevance and fit, and we follow up by email. Review is rolling — most events are approved within a couple of days (a week at most), and you can edit your listing after approval. The sooner you submit, the sooner you're listed.
3. **Get listed & promoted.** Approved events appear on the official schedule and on attendees' personal agendas with your name, logo, and description, plus inclusion in relevant promotion.

> **Watch your inbox — and your spam folder.** Approval and follow-up come by email from Boston AI Week. If you haven't heard back within a week, check spam, then email info@aiweek.boston.

What we look for

Approvals come down to: clear relevance to AI, real value for attendees, a credible host, and alignment with our Code of Conduct. We prioritize substance over spectacle — promotional content disguised as a community event won't be approved. We may edit, decline, or remove a listing that is inaccurate, off-topic, unsafe, or inconsistent with the festival's values.

What you get once approved

- A listing on the official, statewide schedule and on attendees' personal agendas — with your name, logo, and description.
- Inclusion in the official program (not a side event) and in relevant festival promotion.
- Visibility to founders, engineers, researchers, investors, operators, students, and enterprise buyers from across the Commonwealth.

Write a listing that fills the room

- **Title:** lead with the format and who it's for, and add your host name (e.g. "AI for Healthcare — Practitioner Panel, hosted by [Org]"). Strong, specific titles get more clicks.
- **Description:** at least three sentences. The best descriptions make two things obvious — who the event is for and why they should attend. You can keep editing after you submit.
- **Tracks:** choose every track your event fits, up to three, so the right people find it.
- **Date & time:** accurate start and end times, in Eastern Time.
- **Location:** a real Massachusetts venue, or a join link for virtual / hybrid. You can list just the neighborhood publicly and share the exact address with confirmed guests closer to the date.
- **Capacity & logo:** set a realistic capacity and upload a clean, square logo where possible.
- **Recurring meetup?** Existing groups can run their regular meetup under the official Boston AI Week banner during the week — just submit it like any other event.

Manage RSVPs & registration

Boston AI Week lists your event and links out to **your own registration page**, so you choose the platform that fits — Luma, Meetup, Eventbrite, a sign-up on your own site, or whatever you already use. You manage RSVPs, screening, and any ticketing directly — your registration link is the official attendance list. Attendees may also RSVP on the Boston AI Week site to save your event to their personal schedule. Keep your listing details current if anything changes; if you submitted while signed in to your Boston AI Week account, you can edit (or cancel) your listing right on the site.

Screen and qualify your guests

Registration questions are the simplest way to get the right people in the room. Most hosts collect:

- Name and email
- Job title / role and company or organization
- LinkedIn profile
- For technical events, a GitHub link (optional is fine)

Approve people promptly

- **Approve qualified applicants within about 7 days.** The longer someone sits "pending," the less likely they are to attend — they'll fill that slot with another event.
- **Decline applicants who aren't a fit quickly,** so they can find another event. On most platforms, declined applicants aren't notified, so you may want to export your list and follow up directly where appropriate.
- **Reveal the exact address closer to the date** to confirmed guests (via your platform or a message) if you'd prefer not to publish it up front.

Running a paid event?

You handle ticketing on your own platform. Make the price, what's included, and the refund policy clear on the listing.

Venues & spaces

Boston AI Week does not provide venues — each host arranges their own space, and the venue, safety, accessibility, and any permits or insurance are the host's responsibility. In-person events should be held in Massachusetts. A few ways to find the right room:

- **Use your own space or your network first.** Company offices, university classrooms and auditoriums, and partner spaces are the fastest path — and free.
- **Coworking and innovation hubs.** Boston and Cambridge have a dense supply of coworking spaces, incubators, and innovation centers that host community events.
- **Museums and cultural venues** make memorable settings for public-facing or arts-and-AI events.
- **Restaurants, bars, and event spaces** work well for happy hours and mixers — many have private rooms or buyouts.
- **Consider co-hosting.** Partnering with another organization can unlock a venue, split costs, and double your reach. Ask sponsors and partners in your network too.

For virtual or hybrid events, pick a reliable platform, test your A/V and screen-sharing in advance, and assign someone to manage the chat, the queue, and admitting attendees.

Vendors & production

You're responsible for your event's production. Line these up early — good vendors book out fast around a busy festival week:

What	Why it matters
Catering & beverages	Food and drink lift attendance and keep people in the room. Confirm headcount, dietary options, and any alcohol requirements with your venue.
A/V & livestream	Mics, screens, and reliable Wi-Fi for talks and demos. If you're hybrid, plan the stream and a moderator for the remote audience.
Photography & video	Great content is the highest-leverage thing you'll take away — book a photographer or videographer so you can capture and amplify the event.
Accessibility services	Captioning, ASL interpretation, and an accessible venue make your event welcoming to everyone. Accessibility at your event is your responsibility as host.
Check-in & badges	A smooth check-in and simple name badges make networking easier and your event feel professional.

Marketing toolkit

Marketing your event is essential for a healthy turnout, and it's on you as the host. The official calendar gives you reach, but the events that fill up are the ones whose hosts also promote to their own communities. Plan to do both.

Brand & logos

- **Use the Boston AI Week name to your advantage.** Mention that your event is part of Boston AI Week 2027 in your promotion.
- **Create an event graphic.** A simple, branded graphic boosts shares and clicks. To request the Boston AI Week logo and usage guidance, email info@aiweek.boston.
- **Add your own logo on the submission form** so it appears on your listing and attendee agendas.

Social

- **Use the hashtag #BostonAIWeek** and tag the official accounts so we can find and reshare your posts: LinkedIn and the Meetup community.
- Post the listing link, your speakers, and the "why attend" angle. Tag your speakers, partners, and sponsors — their networks become your reach.

Promote with the festival

New events are added weekly throughout the festival. Announce your listing the day it goes live and keep promoting through your event date — a steady wave of host promotion drives visibility for everyone.

Marketing checklist

- Announce your event the day your listing goes live.
- Promote it to your own audience — email list, Slack/Discord, newsletter, and team.
- Send personalized 1:1 invites to people you really want there (and ask them to forward it).
- Send reminders — weekly in the run-up, then daily during festival week.
- Post live during the event and tag #BostonAIWeek.
- Share a recap afterward and thank attendees, speakers, and sponsors.

Reduce no-shows (attrition guidance)

Every event faces attrition — even with strong demand. (In 2025, events routinely hit their RSVP caps — and still saw no-shows.) Because most festival events are free and draw people from beyond your immediate network, expect a meaningful share of RSVPs not to show — commonly **50–70% or more**, depending on format, location, weather, and timing. Paid events generally see less attrition. Plan for it from the start.

Tactics that work

- **Promote to your own community.** The warmer and more familiar your audience, the more likely they are to attend. Events that rely only on the public calendar see the worst attrition.
- **Approve promptly.** Confirm qualified guests within about 7 days so they commit to your event rather than another.
- **Send personalized 1:1 invites.** A direct, personal note to the people you most want there is one of the best ways to build a quality crowd.
- **Over-invite to fill the room.** As a rule of thumb, approve roughly 1.5–2× your capacity for free events. Use judgment so you don't oversell a hard-capped space.
- **Remind, and confirm headcount.** Weekly reminders, then daily during festival week. Ask people to tell you if their plans change so you get a clear count and can pull from a waitlist.
- **Make it easy to show up.** Clear logistics — address, transit, parking, start time, what to bring — remove friction and reduce drop-off.

Capture & amplify your event

- **Capture photos and video** throughout your event — it's the most valuable thing you'll take away.
- **Post during and after** using **#BostonAIWeek** and tag Boston AI Week so we can reshare — we amplify great community content.
- **Share a recap** with your community, and collect emails or quick feedback so you can follow up and improve.
- **Respect consent.** Don't photograph, film, or record anyone against their wishes, and disclose if your event is being recorded — see the Code of Conduct below.

Code of Conduct & host responsibilities

Boston AI Week is committed to a welcoming, safe, inclusive, and professional experience for everyone. As a condition of being listed, every host agrees to uphold and enforce our Code of Conduct at their event. Please read it in full — the essentials:

As a host, you agree to:

- **Uphold and enforce the Code of Conduct at your event,** designate a point of contact for concerns, and handle any incident promptly and fairly.
- **Practice responsible AI conduct.** Represent demos, models, capabilities, and results honestly; don't use AI-generated content to harass, impersonate, defame, or deceive (including deepfakes of attendees or speakers); and respect intellectual property, data, and privacy.
- **Run your own event.** Boston AI Week lists events but does not produce, run, ticket, staff, insure, or supervise them. You're responsible for the venue, safety, accessibility, RSVP/ticketing, food and beverage, and any required permits or insurance, and for keeping your listing accurate and responding to attendees in a reasonable timeframe. Full details are in the Terms of Service.

Reporting & safety

If someone experiences or witnesses a violation, they can report it by emailing info@aiweek.boston, or — at an in-person event — speaking with an organizer, a volunteer, or you, the host.

> **In an emergency, call 911 first.** If anyone is in immediate danger at an in-person event, contact venue security or local emergency services, then notify an organizer.

Accessibility & accommodations

We want Boston AI Week to be accessible to all. Individual hosts are responsible for accessibility at their own events. If an attendee needs an accommodation, point them to info@aiweek.boston and we'll do our best to help.

Signature & anchor programs (2027)

These tentpole events anchor the week. Time your event to **complement** them — the parties bookend the festival, and the big draws concentrate the crowd on certain days. Details and the full, growing schedule live at aiweek.boston/schedule. More anchors are added as hosts confirm their 2027 dates.

When	Program	Where
Fri, Sep 24	Boston AI Week Opening Party	Island Creek Oysters Raw Bar, Seaport
Mon, Sep 27	Boston Generative AI Meetup	Venue to be announced
Tue, Sep 28	The Beacons — Boston AI Week Awards	Venue to be announced
Wed, Sep 29	AI in Massachusetts Workforce Development & Career Fair	Venue to be announced
Thu, Sep 30	The Boston AI Summit (by application)	Foundation Medicine, 400 Summer St, Seaport
Fri, Oct 1	Core Festival Week Closing Party	Island Creek Oysters Raw Bar, Seaport

Getting here & staying

Coming in for the week, or hosting attendees from out of town? Boston is compact and well-served by transit — a few pointers:

- **Stay central for Boston-area events.** The Seaport, Downtown, and Back Bay keep you close to the most activity and the Opening / Closing parties. For Cambridge events, stay near Kendall Square.
- **Hosting elsewhere in the state?** Book lodging near your event's region — Worcester, the Pioneer Valley, the Berkshires, and other hubs each have their own options.
- **Use the T.** The MBTA subway, commuter rail, and Logan Airport connect the core neighborhoods; many venues are an easy walk or short ride apart. Book hotels early — fall is a busy season in Boston.

Key contacts & support

Need	Reach us
Hosting & general questions	info@aiweek.boston
Help Center / FAQ	aiweek.boston/faq
Submit an event	aiweek.boston/host-event
Browse the schedule	aiweek.boston/schedule
Sponsorship	2027 Sponsor Prospectus · info@aiweek.boston
Volunteer & community	aiweek.boston/join · Meetup
Code of Conduct & Terms	Code of Conduct · Terms · Privacy
About & board	About · Meet the board

Host success checklist

1	**4+ weeks out**	Lock your idea, venue, and date; submit on the form at aiweek.boston/host-event.
2	**On approval**	Confirm your listing details, set up your RSVP/registration page, and create your event graphic.
3	**3 weeks out**	Announce the event, open RSVPs, and start promoting to your community.
4	**2 weeks out**	Send personalized 1:1 invites and your first round of reminders.
5	**1 week out**	Send reminders, confirm headcount, and finalize logistics, A/V, and catering.
6	**Day before / day of**	Send a final reminder, share the exact address with confirmed guests, brief your team, and assign your Code of Conduct point of contact.
7	**During**	Capture photos and video and post with #BostonAIWeek.
8	**After**	Share a recap, thank attendees and speakers, follow up on leads, and gather feedback.

We can’t wait to see what you build.

Submit your event at aiweek.boston/host-event

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