



ALUMNI CHAPTERS MANUAL

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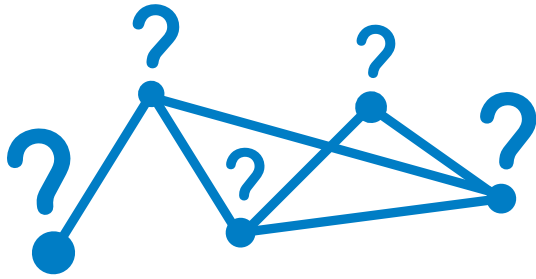
INTRODUCTION TO GHENT UNIVERSITY'S INTERNATIONAL ALUMNI CHAPTERS

Ghent University is a pluralistic and socially committed institution, which is globally active and locally embedded. International contacts and exchanges have always played an important role. We are a leading institution in Europe when it comes to internationalization of higher education as well as in research. Our aim is to further strengthen this position.

As a socially committed university we also want to keep and strengthen the ties with our alumni, including our international alumni. In our definition, international alumni are all those who have completed a degree at Ghent University and operate now outside Belgium, irrespective of their nationality. The alumni network is made up of over 150.000 alumni with a great number based internationally. Besides them we also want to keep in touch with the many exchange students and others who stayed at Ghent University for a while. The largest groups of international alumni are located in China, Ethiopia, South Africa, Ecuador, Europe.

In order to keep close contact and to provide network opportunities we provide not only a general university wide alumni network that you can join through our alumni platform Infitumum <https://infitumum.ugent.be>, but also the possibility to create a local Alumni Chapter.

Through these worldwide Alumni Chapters, the numerous efforts by our alumni representatives, and with the support of the International Alumni Relations Coordinator, we want to provide our alumni with opportunities, for social and business networking, professional development and a connection with Ghent University.



WHAT IS AN INTERNATIONAL ALUMNI CHAPTER?

International Alumni Chapters are all about community building. Led by volunteers, Ghent University's Alumni Chapters are an invaluable network of ambassadors, advocates and supporters. This network creates opportunities for alumni to connect with each other and to forge a direct link with the alma mater.

Currently Alumni Chapters have been established in 13 countries but we hope that this number will increase. Ghent University alumni are active in all walks of life and the University is deeply committed to building strong and enduring relationships with this global community to the mutual benefit of both the University and its alumni. The network of Alumni Chapters around the world is the community's cornerstone.

Alumni Chapters offer social events and professional development opportunities for their members and are based on geographic regions. In turn, the University provides a range of services to support and promote the activities of all officially recognized Alumni Chapters.

Alumni Chapters are recognized by the International Alumni Relations Coordinator when there are at least 15 alumni interested in joining the Chapter. Should you wish to join a Chapter, simply register your contact details online <https://infinitem.ugent.be> and select the Chapter that you are interested in. You can join one or multiple Chapters to receive relevant news, event invitations and updates, which will allow you to stay in touch with Ghent University and like-minded alumni. This is a great opportunity for you to reconnect with old classmates, build your networks in an area of interest to you and stay connected with Ghent University.

If you would like to suggest the creation of a new Chapter or become an Executive Committee Member of an existing Chapter, please complete the Executive Committee Member Application Form ([Appendix H](#)) and send this form by e-mail to alumni.abroad@ugent.be



ALUMNI CHAPTER GUIDELINES

Alumni Chapters are led by an Executive Committee who works in close partnership with the International Alumni Relations Coordinator and International and Professional alumni associations.

The success of an Alumni Chapter depends on the effort, enthusiasm and commitment of alumni. These guidelines provide information for those wishing to establish and run a formally affiliated Alumni Chapter. The International Alumni Relations Coordinator is supporting these Chapters by providing resources, support and guidance.



1. Establishing a new Chapter

CRITERIA

In order to best serve Ghent University's alumni community, the following criteria must be satisfied to establish a new Chapter:

- The group serves a community of more than 15 alumni.
- The group serves a community that is not currently being served by another Alumni Chapter.
- The group can fill the required Executive Committee positions to help drive the group's agenda and plan activities.

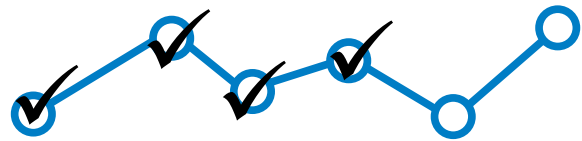
WHAT IS THE PURPOSE OF ALUMNI CHAPTERS AND THE EXECUTIVE COMMITTEE

The University works with its Alumni Chapters to deliver beneficial outcomes for our alumni abroad and in Belgium. They help develop a lifelong affiliation with the University. Executive Committee Members are important in managing Alumni Chapters as they:

- Drive the agenda and the success of the Chapter
- Represent the views, needs and interests of their alumni community
- Act as advocates and ambassadors for the University
- Work with the International Alumni Relations Coordinator and International and Professional associations to offer alumni in their Chapter social and/or business networking opportunities
- Help alumni to keep in touch with each other and the University
- Offer assistance to the University in the organization of events, missions
- Are instrumental where possible in international student recruitment, search for internships

In return the University offers our alumni representatives the opportunity to:

- build their own network in the region
- link up with other alumni representatives both in Belgium and abroad
- build up their curriculum vitae, with full support of Ghent University
- network with top Ghent University alumni abroad and get first-hand career advice from them
- acquire Ghent University business cards – a useful networking and branding instrument
- Upon completion of your term in the Executive Committee, you will receive an alumni representative certificate and a letter of recommendation, signed by the Rector.



HOW TO SET UP AN ALUMNI CHAPTER

EXISTING ALUMNI CHAPTERS

Ghent University has established several Alumni Chapters worldwide, so there may already be a Chapter in your area. All Chapters are listed by location on the University's International Alumni website. If there is no Alumni Chapter listed for your region, you may like to consider creating one.

If you would like to set up a Chapter, you are invited to contact the International Alumni Relations Coordinator by completing the Executive Committee Member Application Form ([Appendix H](#)) and sending this form to the International Alumni Relations Coordinator c/o alumni.abroad@ugent.be.

Upon receipt of this form, you will be contacted by the International Alumni Relations Coordinator, who will help you with the planning, the logistics and communication strategy, needed to arrive at a successful launch of a new Chapter. In particular, the International Alumni Relations Coordinator will research the alumni database to find out how many contactable alumni live in the region. If we find that the group is viable, we will invite alumni to join the group

in order to create a formal Chapter. A Chapter will only be formed if 15 or more alumni agree to join, regardless of how many alumni are invited to join.

OFFICIAL RECOGNITION

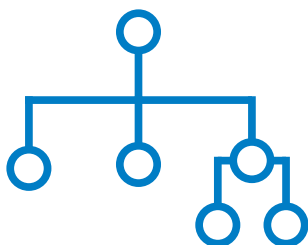
Once your Chapter has been officially recognized and after the agreement ([Appendix B](#)) is signed, the International Alumni Relations Coordinator will work with you to set up a promotional plan for the Chapter.

Volunteer-led Alumni Chapters are entirely legally and financially independent from the University, but are officially recognized as Alumni Chapters on the University International Alumni website, on the online platform and in printed materials. Please see the 'RESPONSIBILITIES, SUPPORT AND ADVICE OF THE INTERNATIONAL ALUMNI RELATIONS COORDINATOR' for further information.

All new Chapters must be approved by the International Alumni Relations Coordinator. It is not advisable to organize major events prior to the official launch of the Chapter.

INDIVIDUAL ALUMNI CONTACTS

If there are not enough alumni, a lack of interest or for any reason it is not possible to run a Chapter, you may consider being an Alumni Representative in your country. Delegations and alumni visiting your country can get in touch with you through the International Alumni Relations Coordinator. Prospective Ghent University students from your country can seek your advice. You can be a point of contact for the University.



STRUCTURING ALUMNI CHAPTERS

FORMAL RELATIONSHIP WITH THE UNIVERSITY

It is important for all Alumni Chapters to understand and recognize the relationship they enter into with the University once they become officially recognized:

- Ghent University has no fiscal or financial responsibility with regard to the operation of the Alumni Chapters. However, it is possible for Alumni Chapters to apply for a contribution to the financing of their activities ([Appendix D](#))
- Ghent University counts on the Executive Committee Members of the Alumni Chapters to act in the best interests of the University, as its key ambassadors, advocates and supporters.

The formal relationship between an Alumni Chapter and the University is established in a mutually signed agreement ([Appendix B](#)).

VOLUNTEER ROLES – EXECUTIVE COMMITTEE

Most Alumni Chapters begin with small-scale informal gatherings rather than large events. This helps build up local interest and allows you to find out what local alumni are interested in and how other alumni would be willing to help, before a more formal Executive Committee is created. It is also helpful to have a wide demographic of Committee Members (age, profession, gender).

To ensure the success of the Alumni Chapter, there must be a President/Primary Contact. We also recommend a formal Executive Committee which includes a:

- President / Primary Contact
- Vice-President
- Secretary
- Event officer
- Communication officer
- Advisor/s
- Honorary Chair

Specific roles and responsibilities of the Executive Committee Members are outlined in ([Appendix A](#)).

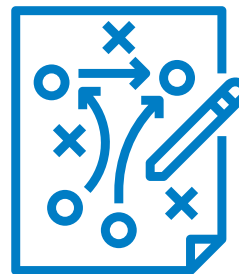
Each Executive Committee Member will be required to agree to the Executive Committee Member Agreement ([Appendix B](#)).

VOLUNTEER RECRUITMENT AND RETENTION

Without the willingness of volunteers, the network of Alumni Chapters could not exist. It is therefore important for a Chapter to keep seeking new volunteers and to encourage them to become involved within their network.

Suggestions how to recruit/search for new volunteers to help run the Alumni Chapter:

- Incorporate a tick-box option in your mailing to members so you are able to obtain a list of potential new volunteers.
- Encourage passionate members to become involved in small tasks, in the hope this involvement will lead to a more active role in the Executive Committee.
- If new roles within the Chapter become available, publicize these to your general members through different information channels.
- Invite general members to attend the Executive Committee planning meetings. This will provide the occasion for new volunteers to come forward and discuss their own ideas.



SUCCESSION & ELECTIONS

It is the role of the Executive Committee to consider succession planning to ensure the longevity of the Chapter. The suggested term of office is three years for each Executive Committee Member.

The International Alumni Relations Coordinator will be available to support the election administration. Upcoming elections should be documented in the Alumni Chapter Regional Plan ([Appendix C](#)). At the end of each academic year in May, the International Alumni Relations Coordinator will also launch a call for applications to recruit new alumni representatives for new and existing Alumni Chapters.

UNSUCCESSFUL CHAPTERS

Through successful planning and rotating Executive Committee membership, Chapters will, we hope, continue to exist for many years. Occasionally, however, Chapters feel they are unable to continue. If this situation occurs, please make contact with the International Alumni Relations Coordinator so that we can discuss how we may be of help.

2. OPERATING THE CHAPTER

RESPONSIBILITIES OF ALUMNI REPRESENTATIVES

The success of an Alumni Chapter depends on the contribution and energy of the members of the Executive Committee.

This Executive Committee drives and manages a Chapter. The efforts of its members are invaluable to the ongoing success and survival of the group.

These alumni representatives are usually responsible for:

- Organizing events and other initiatives of the Chapter.
- Managing the administration of the Chapter.
- Recruiting and supporting new members.
- Liaising with the International Alumni Relations Coordinator, keeping it informed of the Chapter's activities, provide an indicative program of the Chapter in November for the upcoming year .
- Working with the University's International Office to provide assistance with international recruitment and advice.
- Working with partner associations and the University to cross-promote events and activities to Chapter members.
- Creating new research opportunities: joint research, joint publications, promotion joint labs.

The International Alumni Relations Coordinator will be of assistance in all of these activities. The relevant forms and documents are to be found in [Appendix C to G](#).

Alumni Chapters are also asked to provide the International Alumni Relations Coordinator with an updated list of its Chapter Executive Committee and

other alumni representatives on an annual basis in November and to advise of changes in a timely manner.

Alumni representatives do not have the authority to speak on behalf of Ghent University or to bind Ghent University legally to any decisions, unless previously having consulted with the International Alumni Relations Coordinator.

RESPONSIBILITIES, SUPPORT AND ADVICE OF THE INTERNATIONAL ALUMNI RELATIONS COORDINATOR

A staff member of the International Office will act as a relationship manager and will assist you with the operation and growth of the Alumni Chapter. The staff member will coordinate the following services, support and advice:

- Quarterly communications (Feb-May-Sep-Nov) from the International Alumni Relations Coordinator with program updates.
- Access to a quarterly conference call (Feb-May-Sep-Nov) to share best practices, challenges and successes with each Chapter President.
- Biannual Alumni conference in Ghent. This is a forum for Alumni Chapters representatives to share best practices, meet staff from the Alumni Office and throughout the University and learn more about the vital role of Alumni Chapters as advocates and ambassadors for Ghent University. We also hold regional meetings in-between these conferences. These regional meetings allow us to provide detailed updates about the University and to engage fully with the successes and concerns of the Chapters.
- Chapter events posted on the alumni website, online alumni platform, Facebook...
- Chapter landing page on the alumni website and the online alumni platform with contact information, sign-up form and Chapter description.
- Email communications sent to alumni within the Chapter.
- Assistance with managing registrations for events.
- Resources to assist with planning and hosting events.
- Liaison between relevant international or professional associations to enhance the offering of events and initiatives.

- Assistance with elections and rotation among Executive Committee Members.
- Communications support: for the International Alumni Relations Coordinator it is very important to hear about the activities and stories of the Alumni Chapter. Each Chapter is invited to submit articles, invitations and information for publication in official alumni communications. This info can be publicized in the Alumni Magazine and the Alumni Newsletter. Good news stories or announcements may be shared on the alumni Facebook page. If the Chapter needs promotion for organized events through the International Alumni Relations Coordinator, see the Promotion Request Form ([Appendix G](#)), which must be completed and sent to the International Alumni Relations Coordinator.



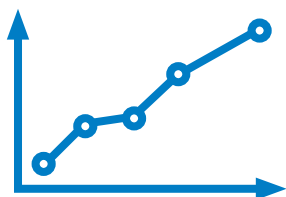
FUNDING

Alumni Chapters do not pay any fee to the University. While Alumni Chapters are expected to be largely self-financing, on occasion it is possible to apply to the International Alumni Relations Coordinator for funding. There is a limited budget available for Chapter activities. These funds will be distributed equitably based on the requirements and outcomes of the activities of each Chapter. Alumni Chapters can apply for funding by using the Grant Application Form and send it by e-mail to the International Alumni Relations Coordinator ([Appendix D](#)). Mostly, funding is provided to cover the costs of venue hire, catering, promotional material and other expenses for events or activities.

Priority for funding will be given to applications that:

- Promote or raise the profile of the Alumni Chapter.
- Provide new and unique ways for alumni to connect with each other.
- Originate from Chapters that have not already benefited from University funds in the current calendar year.

Following any activity run by an Alumni Chapter, a Grant Outcome Report and Event Evaluation ([Appendix E](#)) must be completed and returned to the International Alumni Relations Coordinator within two weeks of the completion of the activity. The International Alumni Relations Coordinator will continue to work with Alumni Associations, Flanders Investment and Trade (FIT) and embassies in order to inform you about external events and opportunities for your Chapter members.



3. GROWING YOUR CHAPTER

INCREASING MEMBERSHIP

The International Alumni Relations Coordinator will work together with the Executive Committee to grow each Chapter. It will send invitations to alumni to join the Chapter and post messages on social media on behalf of the Executive Committee.

The Executive Committee Members are encouraged to consult their own networks to increase registrations, while social media tools such as LinkedIn have proven to be useful in contacting fellow alumni. Chapters are invited to regularly contact the International Alumni Relations Coordinator to discuss options for the most appropriate social media outreach in their region.

PROVIDING VALUE FOR MEMBERS

The Executive Committee can provide value for Chapter members by regularly hosting events that offer attendees special opportunities such as networking or professional development. A varied program can help strengthen a Chapter's membership by retaining existing members and attracting new members of different ages, interests and affiliations. Below are some suggestions and ideas for types of events.

SOCIAL EVENTS:

Drinks, receptions, informal dinners, sporting events, events associated with prominent dates in the University calendar (Opening of the Academic Year, Dies Natalis, Commencement, etc.). Informal evening gatherings, which allow alumni to attend after a normal working day and are not tied to a specific arrival time. These events are often held in the same location each month on the same day, for example 'first Thursday of every month', so all members know when these gatherings take place. These events are a wonderful way to encourage new members to join the Chapter.

ACADEMIC EVENTS:

Lecture or presentation by visiting Ghent University faculty or staff. This event may be combined with a lunch or a dinner. If your Chapter is considering hosting an academic event the International Alumni Relations Coordinator can help you to find a speaker. A large number of senior members of the University are more than happy to attend and speak at such events.

CULTURAL EVENTS:

Trips to local museums, gardens, theatres or art galleries. Usually the trip involves a guided tour, followed by a social gathering with a drink/dinner. Alumni Chapters can also invite the Ghent University orchestra, the Ghent University choir and arrange an alumni event around one of their performances. If this type of event is of interest to your Chapter, please inform the International Alumni Relations Coordinator, which will inquire about possible opportunities.

PROFESSIONAL NETWORKING EVENTS:

These are aimed at encouraging members to find out more about the careers and experiences of their fellow alumni. Such events can be very popular with recent graduates. One can collaborate with industries or companies, and/or feature a guest speaker. Professional networking events can have a formal format with a speaker or theme, or be informal over a meal or drinks. The Chapter can also provide special offers to attend an event/seminar/workshop hosted by a third party.

FAMILY EVENTS:

Family picnics, visiting a local animal park, etc.

WELCOME-TO-GHENT-UNIVERSITY EVENTS:

These events for new students are a great way to engage with our future alumni.

These events help new students to:

Meet each other and alumni from their area.

Hear the experiences of those who have been there and know what to expect.

Make new friends.

WELCOME-EVENTS FOR NEW GRADUATES OR THOSE NEW TO THE AREA

FUNDRAISING EVENTS

INTERNATIONAL FAIRS FOR STUDENT RECRUITMENT

COLLABORATIVE EVENTS

These are a great way to offer a different type of event for your members. Joining for example an event of an official institution (e.g. an embassy) or working together with a Chapter of another Belgian university to organize an event. This offers the opportunity to share the workload and to create an event on a larger scale, both in attendance and the overall format.

The success of a Chapter depends on the creativity and effort of the Executive Committee. You are encouraged to engage with the International Alumni Relations Coordinator regularly to discuss ideas or events and discuss how we can assist you.

INSURANCE

Ghent University doesn't provide insurance cover for (the activities of) the Alumni Chapter. We advise the Alumni Chapter to contact an insurance broker to assist the Alumni Chapter (which insurance policies are obligatory or recommended for the activities of the Alumni Chapter, help in concluding these policies, ...). The Alumni Chapter will have to pay for the insurance premium(s) itself. From the Internationalisation department, we may be able to meet part of the cost of taking out an insurance policy.



PRIVACY

Ghent University is the data controller of the personal data that is being processed in the context of Ghent University's alumni network. Personal data of alumni may be used by the University and its alumni representatives for sending publications, offering benefits and services, organizing reunions and fundraising activities solely in the context and purpose of the Chapter and the alumni network.

The Alumni Office endeavors to maintain current and up to date data in accordance with the GDPR and Ghent University's Generic Code for processing personal data and confidential information. Alumni Chapters must also comply with these rules for the processing of personal data, within the context of the Chapter and the alumni network. The registration with the Chapter is entirely voluntary, Ghent University shall provide the respective alumni with the opportunity to join the Chapter. If an alumnus wishes to register, the platform shall provide the correct information which will be linked to the Chapter.

Alumni Chapters are encouraged to help keep the central database up to date by regularly reminding local alumni to update their details via the secure page on the alumni online platform Infinitum <https://infinitum.ugent.be/>.

USE OF LOGO

In order to use Ghent University's graphic identity in a correct way, we refer to the style guide where all necessary information is available www.styleguide.ugent.be.

For more information about international alumni activities, please feel free to contact us:
alumni.abroad@ugent.be
<https://www.ugent.be/alumnus/en>
<https://infinitum.ugent.be/>

PRESIDENT / PRIMARY CONTACT

- Ensure the effective action of the Executive Committee in governing and supporting the Chapter, and oversee the Chapter's affairs.
- Preside over the events and activities of the Chapter.
- Make sure new members feel at home in the Chapter and established members remain committed and enthusiastic.
- Act as the representative of the Chapter when communicating with the International Alumni Relations Coordinator and external organizations.
- Oversee the cooperation with the International Alumni Relations Coordinator in order to maximize the added value of the activities of the Chapter. This includes regular consultation with the International Alumni Relations Coordinator with regard to the indicative program of the Chapter (which is expected in November for the upcoming year), event proposals, the annual report, applications for funding and promotion (see 'Operating the Chapter').
- In general, be the inspiration and the guiding light of the Alumni Chapter. Build up and/or use personal and professional contacts to ensure events and activities, professional and social, are lively and interesting.
- Managing the Committee elections with support of the International Alumni Relations Coordinator.

VICE-PRESIDENT

- Fulfill the tasks of President in his or her absence and assist the President with his/her duties.
- Increase membership of the Chapter.
- Provide assistance to the President and Event Officer in organizing events for the Chapter.
- Provide assistance to the President and Communication Officer with regard to communications.
- Work with the President and the Executive Committee Members to draft and submit a regional plan to the International Alumni Relations Coordinator.

SECRETARY

- Maintain the list of the Chapter's members and their contact details.
- Ensure that meetings are properly called and organized, and that minutes are appropriately recorded.

- Ensure the Chapter is compliant with all relevant rules and regulations.
- Collect stories and photographs for input in alumni communications.
- Act as a liaison between Chapter members and the International Alumni Relations Coordinator. This includes sending the minutes of the meetings, any changes in rules and regulations and an updated list of the Executive Committee to the International Alumni Relations Coordinator.

EVENT OFFICER

- Provide assistance and expertise in organizing events, including arranging logistics and working with the International Alumni Relations Coordinator to distribute invitations. Many Chapters allocate this role for each event, rather than depend on one individual to organize all events in the Chapter's program.

COMMUNICATIONS OFFICER

- Provide communications support to the Chapter by collecting stories and photographs.
- Provide assistance with managing the Chapter's social media channels, alumni online platform and website.
- Draft communications items that can be used for dissemination by the International Alumni Relations Coordinator.

ADVISOR

- Provides general advice to the Executive Committee on matters pertaining to the Chapter. Has no direct involvement in the administration or general operations of the Chapter.

HONORARY CHAIR

- Acts as an ambassador for the Chapter in her/his capacity as a high-profile local alumna or alumnus.

In agreement with the international liaison office the Chapter can appoint a high level person as its honorary president. By linking his/her name to the Chapter the honorary president supports the activities of the Chapter and promotes Ghent University. Honorary presidents can be appointed by decision of the Rector as a member of UGent Connect, the organization that groups the high level ambassadors of Ghent University.

I, _____ (name),
agree to perform the duties of _____ (position)
for the _____ (chapter name) Executive Committee.

I understand that by agreeing to be _____ (position),
I am bound by the terms and requirements as outlined in the Alumni Chapters Manual, which may
change from time to time with prior notice provided. Furthermore, I acknowledge that I am to act in the
best interests of Ghent University at all times.

I understand and agree that the University may, in its sole discretion, terminate this Agreement with
immediate effect if I fail to adhere to the Alumni Chapters Manual or if I fail to act in the best interests
of the University at all times.

In signing this agreement, I agree to be appointed to my position of for a period of 3 years
from _____ to _____ (date).

Alumni Representative Name _____

Alumni Representative Signature & Date _____

Alumni Coordinator Name _____

Alumni Coordinator Signature & Date _____

Alumni Chapter Name: _____

President: _____

Proposed Period: _____

Goals of the Chapter: _____

KPI's for the year: _____

Elections to be held: YES / NO

Positions to be elected: _____

Time of election: _____

Activity Summary (Chapter Events):

Activity Summary (Partner Events):

Alumni Chapter Name: _____

President Full Name: _____

Email Address: _____ Phone Number: _____

Activity Details: _____

Date: _____ Location: _____

Proposed Attendance Numbers: _____

How will this activity benefit the Alumni Chapter and/or Ghent University? _____

Estimated total cost of activity: _____ Estimated revenues (if charging for tickets): _____

Have you investigated sponsorship opportunities with local businesses? Please detail: _____

Amount requested from International Alumni Office: _____

Other information to support grant application: _____

Ghent University will only process payments direct to third party providers upon receiving a correct invoice with VAT number.

Signature: _____ Name: _____ Date: _____

Please submit completed form to the International Alumni Relations Coordinator via email only alumni.abroad@ugent.be

Alumni Chapter Name: _____

Contact person: _____

Email Address: _____

EVALUATION

Attendance: Invited RSVP Attendance

Budget: Budget allocated Money spent Money recovered

What worked well?

What could be improved? _____

Feedback from attendees: _____

Recommendations: _____

OUTCOMES

Outcomes for the Alumni Chapter: _____

Follow up actions from this activity: _____

Signature: _____ Name: _____ Date: _____

Please submit this report within two weeks of the activity to the International Alumni Relations Coordinator

Event Name: _____

Date of Event: _____

Venue Address: _____

Name Contact Person: _____

EVENT PLANNING

Purpose of Event: _____

Budget: _____ Grant Application Required: YES / NO

EVENT CHECKLIST

- ___ Confirm booking with venue
- ___ Date and time
- ___ Cost and payment details
- ___ Confirm catering selection
- ___ Confirm event format
- ___ Is a speaker required? If yes, arrange logistics
- ___ Photographer required? If yes, arrange logistics
- ___ AV required?
- ___ Displays or presentation required?
- ___ Branding required?
- ___ Is Ghent University merchandise required?
- ___ Is background music required?
- ___ Are flowers required?
- ___ Is there parking at the venue?
- ___ Is there disabled access?
- ___ Compile directions to venue
- ___ Plan roles & responsibilities for event
- ___ Would you like Ghent University staff to attend?

PROMOTION

- ___ Include in Newsletter
- ___ On Alumni Website
- ___ On Chapter Website
- ___ Social Media
- ___ Alumni Online Platform

FINAL CONFIRMATIONS

- ___ Confirm final schedule with venue
- ___ Confirm final numbers with venue
- ___ Confirm catering request, check for dietary requirements
- ___ Order name badges and place cards
- ___ Are taxis/cars required for guests? If so, make reservations
- ___ Create table plan if required
- ___ Flowers ordered
- ___ Briefing notes prepared and circulated

INVITATION

- ___ Submit Event Promotion Request Form to Alumni Office
- ___ Do any other invitations need to be sent?
(embassies, companies..)

ON THE DAY EVENT MATERIALS

- ___ Pens/Pencils
- ___ Clipboards
- ___ Guest lists
- ___ Name badges and blanks
- ___ Table cards and blanks
- ___ Branding
- ___ Merchandise for gifts
- ___ Music
- ___ Presentation material
- ___ Contact numbers
- ___ Directions and maps

The International Alumni Relations Coordinator will prepare material for the promotion of your events based on the information you provide in the form below. You must submit the form a minimum of six weeks prior to the date of your event to provide the International Alumni Relations Coordinator with enough time to effectively prepare the appropriate marketing materials. Additional information may be requested for different events on an individual basis. Please note that promotions will be sent to relevant alumni primarily by email and published on the Alumni Office social media channels, website and online platform. Hard copy mailing is not standard practice for our office. However we are willing to discuss this matter on an individual event basis.

Alumni Chapter Name: _____

Event Name: _____

Purpose: _____

Proposed Agenda: _____

Date, Time, Duration: _____

Event Capacity: _____

Target Audience: _____ RSVP: _____

Deadline for Catering Confirmation: _____

Venue Name / Address / Details: _____

Dress code: _____

Is this a paid event? If so, how much are tickets? _____

Please provide all information for any cost associated with the event which the Chapter may incur:

Please outline why people should attend this event: _____

Ghent University is always looking for international alumni representatives

ARE YOU

An international student graduating in 2020?

Enthusiastic and do you show initiative?

Socially and communicatively skilled?

Willing to carry out some tasks for Ghent University on a voluntary basis outside Belgium?

THEN PLEASE APPLY!

Name: _____

Student Number (if known): _____

Email: _____

Phone: _____

Address: _____

Position Application: _____

Why do you feel that you would be a good candidate for this position? _____

Do you have any relevant qualifications to support your application? _____

Please write any additional comments that will support your application: _____

Please include your current CV to support your application

Please submit completed form to the International Alumni Relations Coordinator
via email only alumni.abroad@ugent.be

