

ORGANISATION GUIDELINES

GCSP Global Alumni Networking Night (GANN)

Thursday, 7 November 2019

HOW TO GET STARTED!

GCSP Alumni Volunteer Tasks

STEP 1: Volunteer confirmation

It's simple, you will be the evening host and will help us with the identification of a location where the event can be held. The remaining is in GCSP's hands.

Register on [MyGCSP](#) as a volunteer to support the event organisation in your location until *Thursday, 19 September*.

STEP 2: GCSP Community Engagement will confirm the list of volunteer Alumni and will send each volunteer Alumnus the "GANN Venue Confirmation Form".

STEP 3: The volunteers in each destination identify the venue for the reception and return the GANN "Venue Confirmation Form", with the following event information:

– contact name – start and end times – venue name – venue address – venue capacity

The format of the event in each destination is entirely decided by our Alumni volunteers. The event can be an intimate dinner in an informal setting, a reception or a speaker event. The venue can either be held within the organization of the Alumni volunteer, in a local bar, restaurant or hotel.

Event attendance is **free**; you may wish to make food and beverage available for purchase at the event; attendees will be responsible for the costs of their own food and beverages. We recommend that the orders are given to the venue on the day of the event, not to encounter unnecessary costs. The venue should be able to accommodate 10 to 20 persons.

STEP 4: The GCSP Community Engagement Team will email you a **registration link and marketing text** for use in your personal communications should you wish to directly contact Alumni with whom you are still connected. We strongly encourage the Alumni volunteers to engage with local Alumni during the invitation process.

GCSP Community Engagement Tasks

- The GCSP Community Engagement Team will mail the invitations from Geneva to all Alumni on *Monday, 30 September* and will market the event on the web and on social media.
- The GCSP Community Engagement Team will manage registrations for all confirmed events.
- Should you wish, we can set up a telephone call for the event organization.
- The GCSP will send a list of registered attendees to the GANN Alumni volunteer before the event date.
- Registrants can update their contact details directly on [MyGCSP](#), the GCSP Alumni Directory. This information will be shared mid-way along the event marketing.

ORGANIZER TIPS

Participants check-in at the event

You share the final event attendance with GCSP Community Engagement at alumni@gcsp.ch

Social Media Marketing

We will promote the event on GCSP's social media platforms.

At the event, encourage Alumni to connect to link their [Facebook](#), [LinkedIn](#) and [Twitter](#) profiles to their Alumni Directory account. It will help to expand their network as well.

The GCSP Community Engagement Team encourages you to use the Twitter hashtag [#GCSPAlumni](#) [#GCSPGANN](#) and [#your city](#), i.e [#Geneva](#).

Photos

Take numerous photos and share them on social media during and after the event using [#GCSPAlumni](#). Also please share the images with the GCSP Community Engagement Team at alumni@gcsp.ch on *Thursday, 7 November and Friday, 8 November 2019*.

Opening of a GCSP Alumni Community Hub

Your event was successful and you would like to introduce an official GCSP Alumni Community Hub in your city?

Please contact Isabelle Gillet or Francine Vollenweider at alumni@gcsp.ch