

ORGANISATION GUIDELINES

4th Global Annual Networking Night (GANN) 2020

Wednesday, 10 June 2020

4 SIMPLE STEPS TO GET STARTED!

GCSP Alumni Volunteer Tasks

STEP 1: Choose the Event Format

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**, so you may wish to make food and beverage available for purchase at the event at affordable prices, since 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 to avoid unnecessary costs.

The venue will ideally **accommodate 10 to 20 persons**, though it takes as many as **2** to constitute a “group”.

STEP 2: Select a Venue

As evening host you will help us with the identification of a location where the event can be held. We recommend that you avoid venues with restricted access and reinforced security check since they may be too complicated for a reunion. You will have to determine:

- *The start and end times (suggested timing 18:30 to 21:30)*
- *venue name*
- *venue address*
- *venue capacity*

STEP 3: Fill out the Event Confirmation Form

Complete the form available [online](#) and return it to alumni@gcsp.ch until [Tuesday, 31 March 2020](#)

STEP 4: Spread the Word within your own Network

During the invitation process we strongly encourage you to engage with local Alumni, while we will provide you with the promotional support as described in full details below.

GCSP Community Engagement Tasks

We will produce the following supporting elements:

- **Marketing** of the event on the web and on social media.
- A **registration link** specific to each destination
- **Email invitations** from Geneva to all Alumni in **early April 2020 and before Easter**
- **Regular updates** on registrations for each destination.
- A formatted **promotional text** for use in your personal communications should you wish to directly contact Alumni with whom you are still connected.
- Our corporate **logo**
- A telephone call set up for the event organization purposes
- A **final list of participants** on the day before the event, that each attendee will have to sign in compliance with GDPR requirements in force and which will serve as photo consent form.

ORGANIZER TIPS

☆ **Participants check-in at the event**

You will share the final event attendance list with GCSP Community Engagement at alumni@gcsp.ch ideally the day after the event and by 15 June 2020 at the latest.

☆ **Photos**

Take numerous photos and share them on social media during and after the event using [#GCSPAlumni](https://twitter.com/GCSPAlumni). Also please share your images “live” with us at alumni@gcsp.ch or send them together with the final attendance list.

☆ **Social Media Marketing**

The event will be promoted on GCSP’s social media platforms.

On the venue, 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 recommends that you use the Twitter hashtag [#GCSPAlumni](#) [#GCSPGANN](#) and #your city, i.e #Geneva.

☆ **Opening of a GCSP Alumni Community Hub**

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

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

Geneva, 16 mars 2020