



UCL Alumni Reunions Toolkit for Organisers



A Message from UCL Alumni Relations

Thank you for contacting the Alumni Relations team - we are delighted that you would like to get together with your friends from your student days. Organising a reunion can seem like a daunting task but we are here to support every step of the process, making it simple to arrange and an enjoyable occasion for all.

About the team

UCL's Alumni Relations team work closely with our colleagues across the university to engage with our global community of alumni and supporters. In addition to supporting our reunion organisers, we work with thousands of volunteers who give their valuable time and expertise in a range of roles, enabling us to build brighter future for our university and its students.

We aim to support our alumni with professional development opportunities and run a series of events called UCL Connect. These combine award-winning networking events, panel talks and workshops. Alumni and students are also supported through our

Alumni Online Community, UCL's mentoring and networking platform and through our free benefits card, offering access to e-journals, UCL facilities and a range of usual discounts.

View further information about our work and the benefits available: aoc.ucl.ac.uk/alumni

Your Reunion

In the following document you will find information on the event packages available and how we can support your planning. When arranging your event we work closely with our colleagues in the Estates, Catering and AV teams across the university who may have competing priorities, so please allow at least a week for us to be in touch.

Please read through the following guide and complete the form below so we have an understanding of your requirements. We look forward to working with you on your reunion plans to ensure you have a memorable and enjoyable event.

How Alumni Relations can support your event at UCL

Class lists Provide the list of class names available on our database. Please note while we make every effort to update our records there can be occasional inaccuracies

Contacting Alumni Send emails on your behalf to those we have an email address – we send one save the date, one invitation and one joining instruction message

Venue Arrange a venue at UCL dependant on room availability. Please note we cannot offer rooms during September due to enrolment activity.

Haldane Room Capacity: 50 formal seating, 60 informal buffet
JBR Capacity: 120 formal seating, 140 informal buffet (noise restriction before 9pm)

Rooms can be hired free of charge through the alumni office for a Lunch event 12pm-4pm or an evening event 7pm-11pm (plus set up time).

The rooms have Wi-Fi, adjustable lighting, available microphones, AV and speaker systems available. Room decoration is welcome but we ask it can be easily cleared. No open flames (candles) or helium balloons.

Catering We can arrange catering from our suppliers who provide a range of formal dining or informal options. The following suggestions are a guide of a typical ticket prices for your event, dependant on drinks being included in the ticket price and any extras.

A cash bar can be added for £50, to purchase a variety of extra drinks at your event.

- Informal buffet menu – suggested ticket price of £27-£32
- Formal dining menu - suggested ticket price of £40 - £52
- Canapé and drinks reception - £20 - £35

Ticketing For events held at UCL we offer a free ticketing system so your guests can book online and we can then pay caterer and any other UCL suppliers hired. Please note that all alumni-led events and reunions must be self-funded.

Optional extras for your UCL event - please let us know if you would like information on any of the following:

- Information on UCL suppliers that can be hired – Florist, Photographer, Photobooth
- A tour of the main campus for your group
- Visiting your department - we can introduce you to the department to arrange this
- A list of local hotels that offer a discount to UCL alumni

External Events If you choose to hold your event at an external venue we can still help to contact your classmates on your behalf.

Data Protection

As part of our commitment to our wider alumni population we promise to look after their data and only share it sparingly when needed. As part of this we require you to sign a Confidentiality Agreement Form which sets out what you will do with any personal data that we share with you.

When we receive your form we can share with you the list of classmates available, with an indication of who we can contact on your behalf.

Next Steps

Once you have read through this toolkit please email us with the details of your event using the following form and the signed Confidentiality Agreement Form. We will then contact you to discuss your requirements.

We look forward to working with you!

alumni@ucl.ac.uk
020 3108 3833

Your Details Form

To help us gain a better understanding of your event, please first read through the document and then complete the following:

Name _____

Alumni ID if known _____

Year of graduation _____

Degree _____

Class list

So we can provide you with the correct lists - if more than one, which year groups and subjects would be invited to your event?

Venue

Where would you ideally like to hold the event?

- At UCL
- At an external venue

Event at UCL

Please select the room you would be interested in hiring:

- Haldane Room
- Jeremy Bentham Room

Please select the time you would prefer for your hire:

- Lunch event 12pm-4pm
- Evening event 7pm-11pm

Would you like to use our free ticketing system?

- Yes
- No

When would you like to hold the event? Please let us know which month you prefer.

Please note we cannot hold reunions at the university in September due to enrolment activity.

Catering - please select the option of interest and we can provide further information

- Informal buffet menu
- Formal dining menu
- Canapé and drinks reception



**IT'S
ALL
ACADEMIC**



Volunteer Confidentiality Agreement: Alumni Reunion Organiser

We really appreciate all support offered to us by our volunteers. In fact we couldn't achieve half as much without you. As part of our commitment to our wider alumni population we promise to look after their data and only share it sparingly when we absolutely need to. As part of this we require you to sign this confidentiality agreement which sets out what you will do with any personal data that we share with you.

As an Alumni Reunion volunteer, we will provide you with a list of names & indicate who we are in touch with.

The Agreement:

I understand that the information that I have access to is confidential in nature, and that this data is held by UCL for educational, social & charitable purposes only, in accordance with the 1998 Data Protection Act and should not be used for any other purpose without consent.

Within the terms of this agreement, I will at all times respect the privacy and security of all data which I have access to within the course of my volunteering for OVPA, whether in paper, electronic or other forms. I also agree that I will not, under any circumstances, pass any data to third parties, or comment on or discuss details of such data, except when it may be necessary to do so in order to undertake my voluntary role for OVPA, and with prior authorisation from the OVPA office.

I also agree that I will not retain any data of any kind that I have access to during the course of my volunteering for OVPA.

When viewing or transporting confidential information in the course of my work, in electronic, paper or any other format, I agree to protect and maintain the confidentiality of this information. All personal data held outside of the OVPA database must be held under 256-AES encryption or within an IT network secured to industry standards.

I agree to help maintain the quality of the central UCL alumni database by forwarding any correspondence concerning address changes and informing OVPA when I become aware of any inaccuracies within the database. In addition, I agree to forward details of any meaningful contacts with alumni so that complete records of contact can be maintained.

I agree that no direct fundraising activities on behalf of UCL will be undertaken without the prior consent of the Director of Development and Alumni Relations.

I have read the above confidentiality agreement and by signing below I certify that I understand and agree to comply with the policies stated.

Full Name:

Email:

Alumni Number (if known):

Reunion Name (e.g. History of Art 1977):

Postal Address:

Signature:

Phone:

Date: