**ORGANIZING A SSEES ALUMNI GET-TOGETHER**

You may be thinking of organising a get-together of some kind of those who were at SSEES at the same time as you. The SSEES Alumni Association committee wants to support you in this and here offers you some advice and things to think about when planning. We can help in various ways and in return there are a few small things we ask from you.

UCL Alumni have a webpage which you might like to look at initially: <https://aoc.ucl.ac.uk/alumni/alumni-events/alumni-reunions>.

**When to hold it?**

If your group work in and around London then you can easily hold something on a weekday. If you need to hire a venue, it is cheaper than on a weekend, and may in term-time be more convenient for your teachers to come along as well. If you want people to travel in, then a weekend may be better.

**What sort of get-together do you want to have?**

The simplest occasion to organize is a meeting in a pub, but if you are expecting more than 15 you may need one with a separate room. Often there may not be a charge for a separate room in a pub, but there is an expectation that plenty of money will be spent. It is best to check with a few venues, and to see which suits your needs. Instead of an upfront fee, many pubs ask for a minimum amount of money spent behind the bar and the difference paid if this is not met.

Do note also that if people travel to London for your event, they are likely to appreciate an occasion which includes a meal. If you are having up to 15, you should be able simply to book a table in a restaurant (giving plenty of time), but beyond that you need a place with a special room. UCL has several nice venues but they are not cheap.

For larger numbers restaurants will quite often want to offer a set menu, or have the menu choices made in advance. For separate rooms or special venues there will be hire charges. Thus means that you need to get firm commitments to come well in advance and will need to collect at least a deposit to ensure that you are not personally out of pocket. EARLY PLANNING is crucial.

**What we can do to help**

Advertising: We are happy to do the following:

1. Trail the event in *UnSSEESing*. The newsletter comes out twice a year and you would need to submit copy to the editor via the SSEES Marketing Office (<ssees-events@ucl.ac.uk>) by mid-January for the early March edition and mid-July for the September edition
2. Post details, invitations, updates etc. on the Alumni Association Facebook page. Note that this only has around 300 members so will not reach large numbers.
3. Send an invitation/information to all the targeted alumni. Drafts should be sent to [ssees-events@ucl.ac.uk](\\\\ad.ucl.ac.uk\\homew\\tjmsljw\\DesktopSettings\\Desktop\\ssees-events@ucl.ac.uk). Please bear in mind that this is quite a time-consuming business, so please do not make frequent requests.
4. Circulate staff and former staff, BUT SEE BELOW

Staff attendance: it is likely you will want to get the teachers you knew and remember to come along. We can advise on this, whether by contacting retired academic staff, suggesting how to approach current staff etc. Do note that a general email to all staff (which we can do for you) is not likely to yield great results. Best of all is an individualised email from one of you who knows a teacher well (their email addresses are on the SSEES website). Staff are very busy people, and if they have families, may not be so keen to come out at a weekend. And inevitably many of them are away in the vacations. In any case, do invite them well in advance.

Venues: The Committee has some experience of booking East European restaurants. Contact f.wigzell@ucl.ac.uk

Financial support: SSEES Alumni Association does not have large sums stashed away, but if you were planning something more elaborate than an evening in the pub and can make a case for financial support, we might be able to offer a small sum (up to £100 and subject to our funds being healthy at the time of application). Applications cannot be considered after an event, and need to be made at least 1 month beforehand.

**What you can do in return**

1. Supply us with a short report of your event including some pictures so that we can feature it in *UnSSEESing.*
2. Ensure that everyone who goes to your event is part of our alumni community and so registered with UCL Alumni with an up to date email address (<https://aoc.ucl.ac.uk/alumni/login>). If you graduated before SSEES became part of UCL you won’t have an UCL number but you can register without it.
3. Let us know if you have gained experience (e.g. about venues) that you think would be useful to other SSEES alumni planning a similar event
4. If you have received some financial help from us, a clear statement of how the money was spent.

Have a great time!