Event Planning Guide

Higher Education

December 2016

Event Connections

Peer Networking

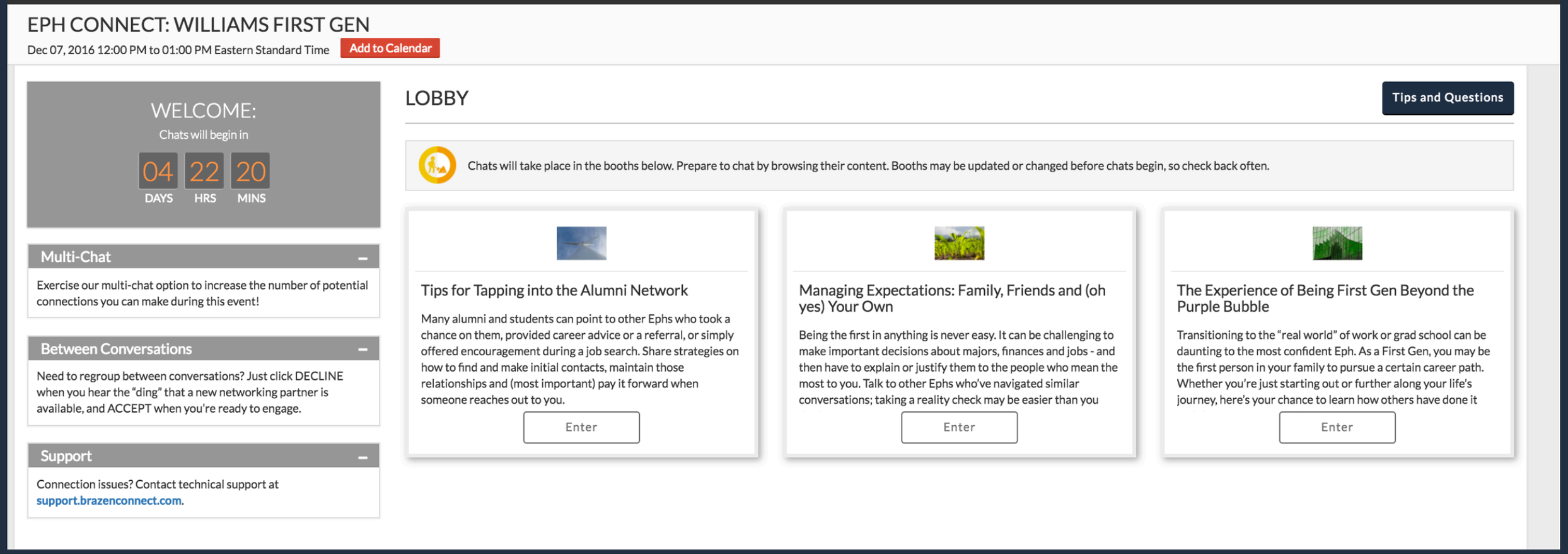
A to A Networking: One peer group connecting with one another

All Alumni	Pre-Reunion	Parent Meetups	Day of Giving
Industry	Graduation Years	Geography	Majors

In Control Center: Create the following templates/events using the "Peer Networking" Event Type

First Generation Alumni Networking

First Generation Alumni Networking



Sharing how to make the most of alumni experience

Alumni Networking

December 8, 2016
12:00 PM to 1:00 PM (EST)

REGISTER

ABOUT

Tap into the Power of YOUR Linkedin Network!

This is your all-access pass to connect with your UMUC community from your city and around the world! Join fellow alumni to share your experiences, exchange career tips and build your professional network.

Come build real relationships and connections in a purposeful, exciting way.

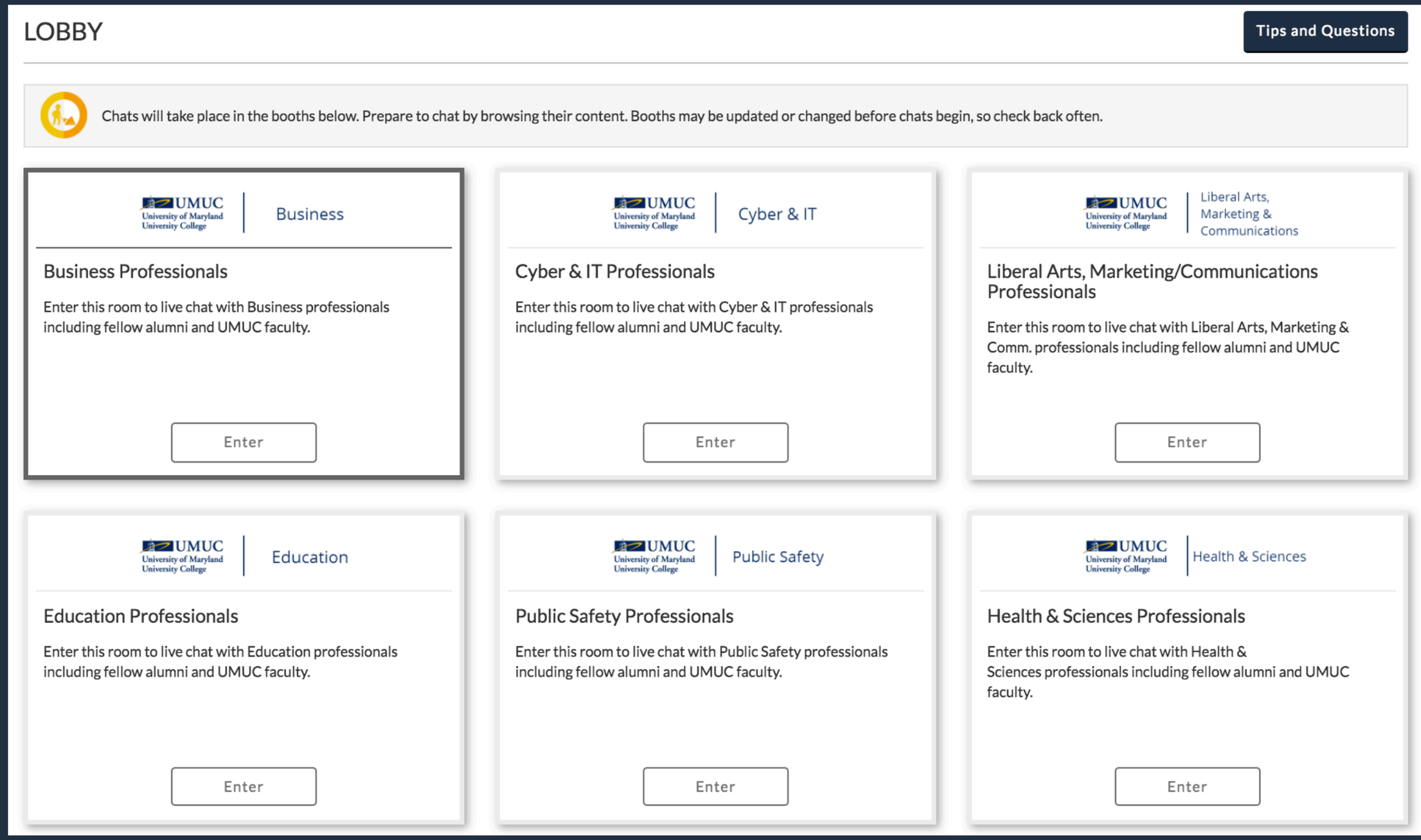
It's ***free***, it's ***fun*** *and* ***easy*** *to participate in!*

How it Works:

Online networking enables you to speed-network no matter where you are in the world. You can use sign in from your home, office, local library, smartphone or tablet. The chats are text-based and timed, allowing you to make connections, exchange contact information, and end the hour with several new connections you didn't have before. After the chats, add your new contacts to your network by inviting them to connect with you or following up via email.

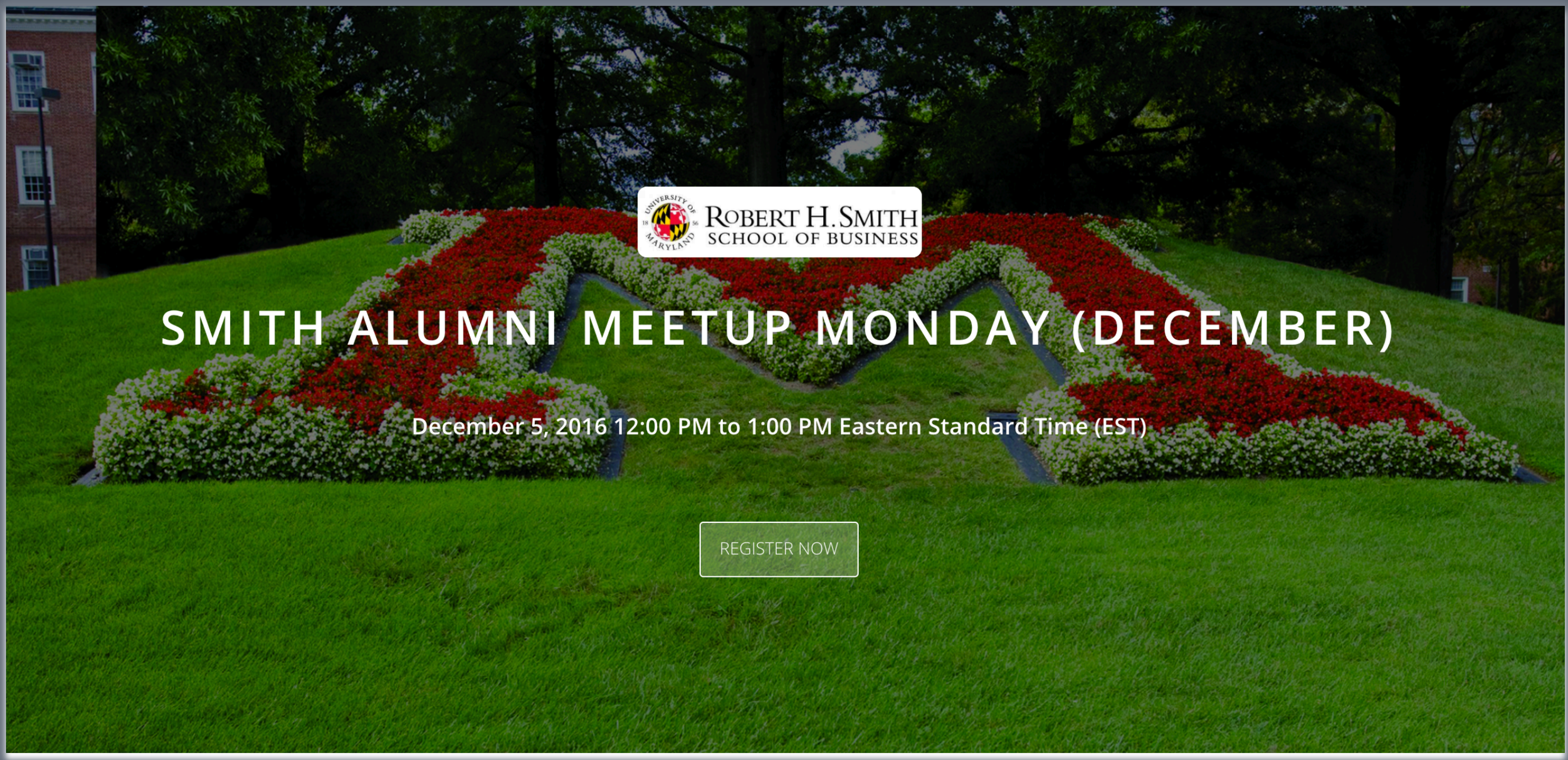
A transcript of your conversations will be saved for you to access after each event, so you can look back at your chat history, review your notes, gather contact information and follow up!

Alumni Networking



All alumni event focused on expanding LinkedIn network

All Alumni Networking



All Alumni Networking

SMITH ALUMNI MEETUP MONDAY (DECEMBER)

Dec 05, 2016 12:00 PM to 01:00 PM Eastern Standard Time Add to Calendar

WELCOME:

Chats will begin in

02 DAYS 22 HRS 21 MINS

Instructions

Connecting with alumni in a Brazen chat is easy!

1. Enter booth of your choosing
2. Make sure you are available to receive new chats
3. Click the green button to chat!

LOBBY

Tips and Questions

Chats will take place in the booths below. Prepare to chat by browsing their content. Booths may be updated or changed before chats begin, so check back often.

Entrepreneurship

Enter here to connect with Smith entrepreneurs!

Enter

IT, Communications, Info Systems, Data Analytics

Enter to connect with Smith professionals in the IT, communications and data analytics field!

Enter

Finance & Accounting

Enter to connect with Smith finance & accounting professionals!

Enter

General Business

Enter to connect with Smith business professionals!

Enter

Consulting

Enter here to connect with Smith consulting professionals!

Enter

Marketing

Enter to connect with Smith marketing professionals!

Enter

Graduate business school alumni networking broken down by popular topics

Alumni Networking

December 7, 2016
12:00 PM to 1:00 PM (PST)

REGISTER

ABOUT

ABOUT THIS EVENT

Spartans are everywhere! **Join us on Wednesday, December 7 from 12-1 p.m. PT and connect with San Jose State University alumni from across the country during this exciting speed-networking forum.** This virtual experience will allow you to easily build your professional network, exchange career tips, share your experiences and enjoy Spartan camaraderie. It's free, fun and accomplished in only an hour. You can join anytime, anywhere!

HOW TO PARTICIPATE

1. Register now for the event and receive login details via email.
2. Login at 12 p.m. PT (or at any point during the event) and select an industry cluster where you'd like to network. You may visit more than one cluster during the event. Don't see your industry? Join the "Wildcard" group to meet alumni from a variety of different backgrounds! Clusters include:
   - **Biotechnology, Pharmaceutical, Healthcare Services**
   - **Business, Finance, Accounting, Economics**
   - **Education, Nonprofit, Social Services, Public Policy, Law, Government**
   - **Engineering, Information Technology**
   - **Marketing, Media, Communications, Arts**
   - **Wildcard - Don’t see your industry cluster? Join the “Wildcard” booth to meet alumni from many different industries!**
3. Click the green button to chat, so that your status reads “waiting to chat." You'll be randomly paired with a participant for an 8-minute text-based chat in a no-pressure environment. *Green button will appear at the start of the event.
4. After 8 minutes, you'll be automatically connected to another attendee. Before you are connected, you will be given time to take notes on the previous connection for follow-up and future reference. You will continue to be matched with other alumni throughout the hour or until you leave the event.
5. After the event, you can revisit the event dashboard to view your connections, chat transcripts, and follow-up notes. If you wish, connect with your new contacts on LinkedIn!

A FEW CONVERSATION STARTERS

- What do you do professionally or what opportunities are you looking for?
- Could I ask for your advice on ____?

Alumni Networking

INDUSTRY ONLINE NETWORKING HOUR Connect with fellow Spartans from your phone or computer!

Dec 07, 2016 03:00 PM to 04:00 PM Eastern Standard Time Add to Calendar

WELCOME:

Chats will begin in

05 DAYS 01 HOUR 17 MINS

Spartan Success Series

Industry Online Networking Hour is part of the Spartan Success Series hosted by the SJSU Alumni Association. Check out more events at: sjsualumni.com/events

Alumni Career Mentors

Are you interested in sharing your knowledge, advice and expertise with students at an on-campus workshop or virtual event? Complete this short form indicating your interest at: http://bit.ly/sjsualumnivolunteer

LOBBY

Tips and Questions

Chats will take place in the booths below. Prepare to chat by browsing their content. Booths may be updated or changed before chats begin, so check back often.

Biotechnology, Pharmaceutical, Healthcare Services

Enter this booth to begin your online networking chat with Spartans interested in Biotechnology, Pharmaceutical, and Healthcare Services!

Enter

Business, Finance, Accounting, Economics

Enter this booth to begin your online networking chat with Spartans interested in Business, Finance, Accounting, Economics!

Enter

Education, Nonprofit, Social Services, Public Policy, Law, Government

Enter this booth to begin your online networking chat with Spartans interested in Education, Nonprofit, Social Services, Public Policy, Law, and Government!

Enter

Engineering, Information Technology

Enter this booth to begin your online networking chat with Spartans interested in Engineering and Information Technology!

Enter

Marketing, Media, Communications, Arts

Enter this booth to begin your online networking chat with Spartans interested in Marketing, Media, Communications, and the Arts!

Enter

Wildcard - Meet alumni from different industries!

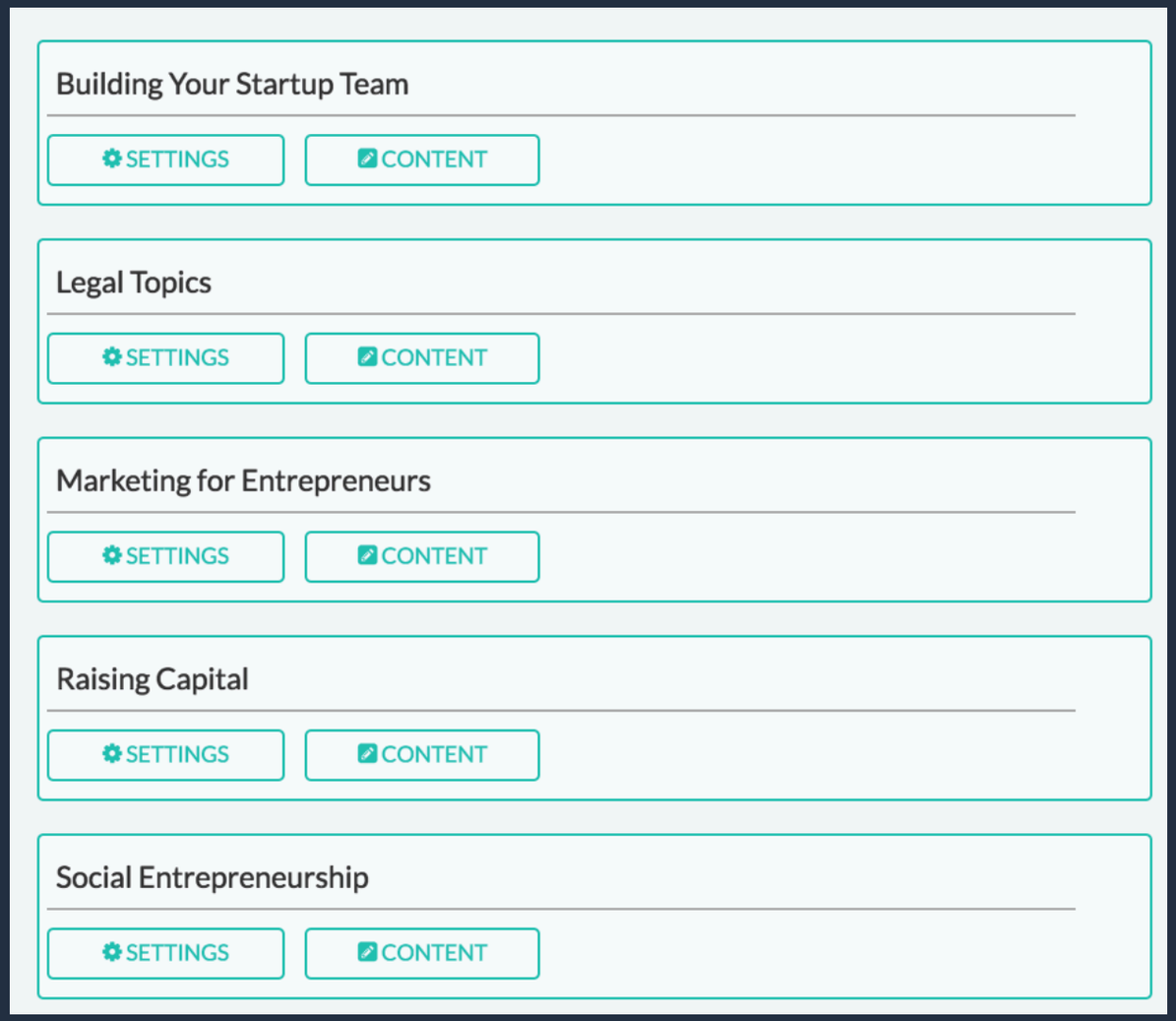
Enter this booth to begin your online networking chat with Spartans from different industries!

Enter

Industry specific alumni networking

Niche Networking

Niche Networking



Alumni networking to share personal stories and tips on starting a company

Event Connections

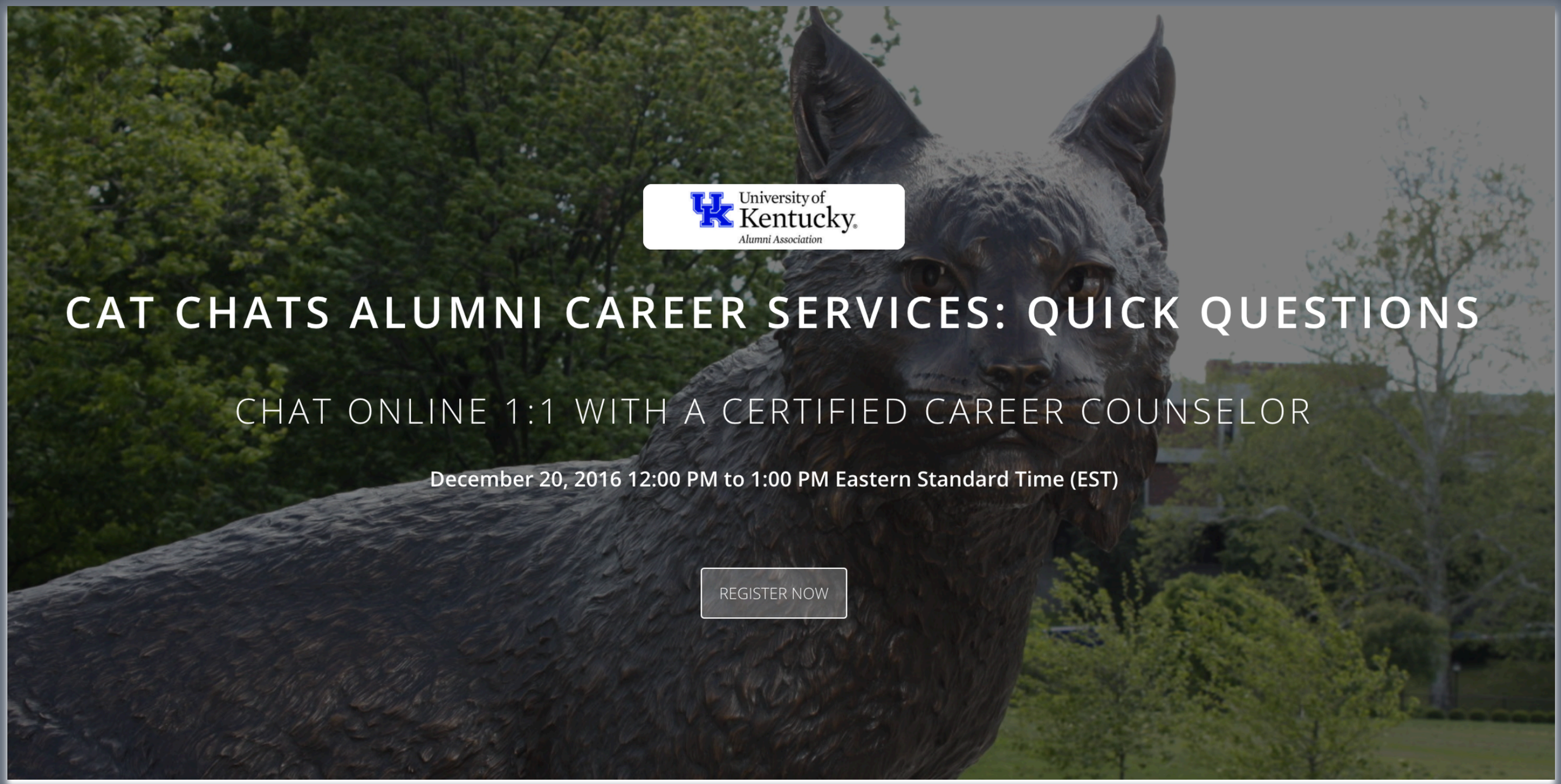
Mixed Networking

A to B Networking: Two peer groups paired A to B in booths

Alumni/Student	Alumni/Faculty	Alumni/Experts	Staff/Prospect
Student/Mentor	Student/Coach	Student/Staff	Student/Prospect

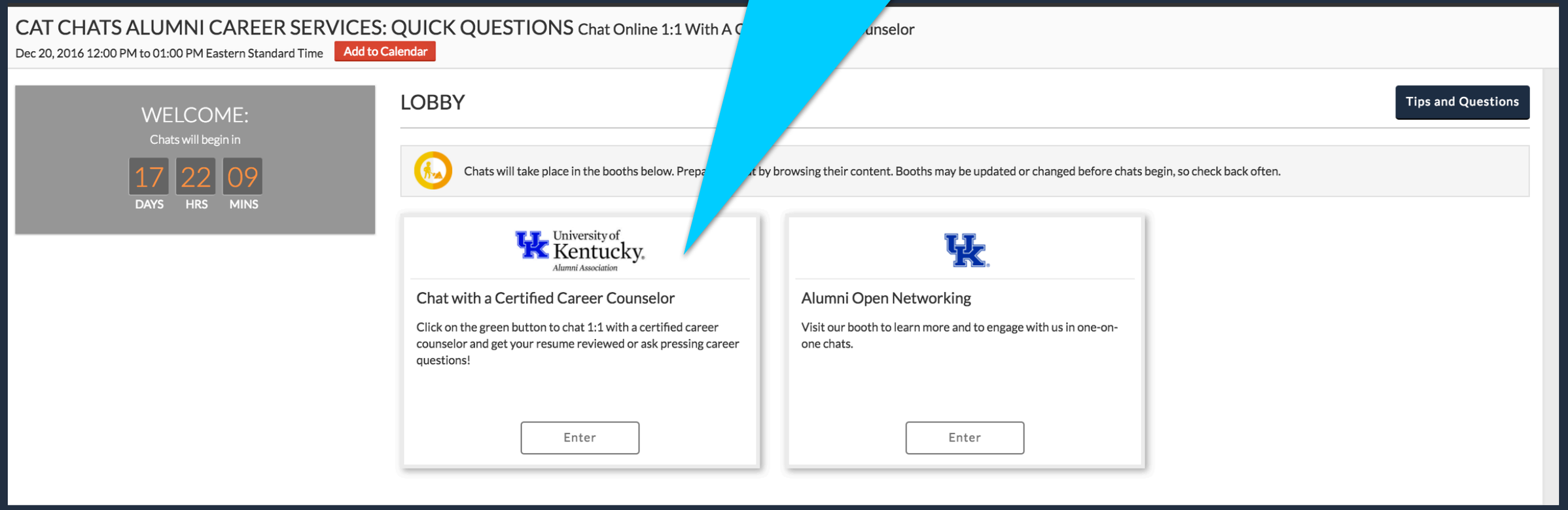
In **Control Center**: Create the following templates/events using the **"Mixed Networking"** Event Type

Career Coaching



Career Coaching

Wanting to ”staff” your booth, or have an individual host a booth? Add them as a ***BOOTH REPRESENTATIVE***



Career Coaching for alumni

Career Coaching

Career Coaching

UNCW ALUMNI VIRTUAL CAREER COACHING AND PROFESSIONAL NETWORKING HOUR

Dec 07, 2016 12:00 PM to 01:00 PM Eastern Standard Time Add to Calendar

WELCOME:

Chats will begin in

04 DAYS 22 HRS 19 MINS

Get Started!

You are able to enter each booth and add yourself to the queue to speak with the next available Career Center representative by hitting the green "Chat" button. Chat with fellow alumni in the General Alumni Networking booth while you wait.

Schedule an Appointment

Do you need more time with a Career Counselor to further review your resume or seek additional recommendations? Contact the Career Center at 910.962.3174 or careercenter@uncw.edu to schedule an appointment.

Resources

- UNCW Career Center
- Resume & Cover Letter Resources
- Job Search Resources
- CareerShift (search engine for jobs, employers and contacts)
- UNCW Career Planning Guide

LOBBY

Tips and Questions

Chats will take place in the booths below. Prepare to chat by browsing their content. Booths may be updated or changed before chats begin, so check back often.

Resumes

Are you seeking guidance on your resume? This booth will focus on:

- Targeting resumes to jobs
- Showcasing skills
- Express resume review

Enter

Job Search Strategies

Searching for a new job? This booth will focus on:

- Job search resources
- Interview preparations

Enter

General Alumni Networking

Chat with fellow alumni while you wait to speak with a Career Center representative.

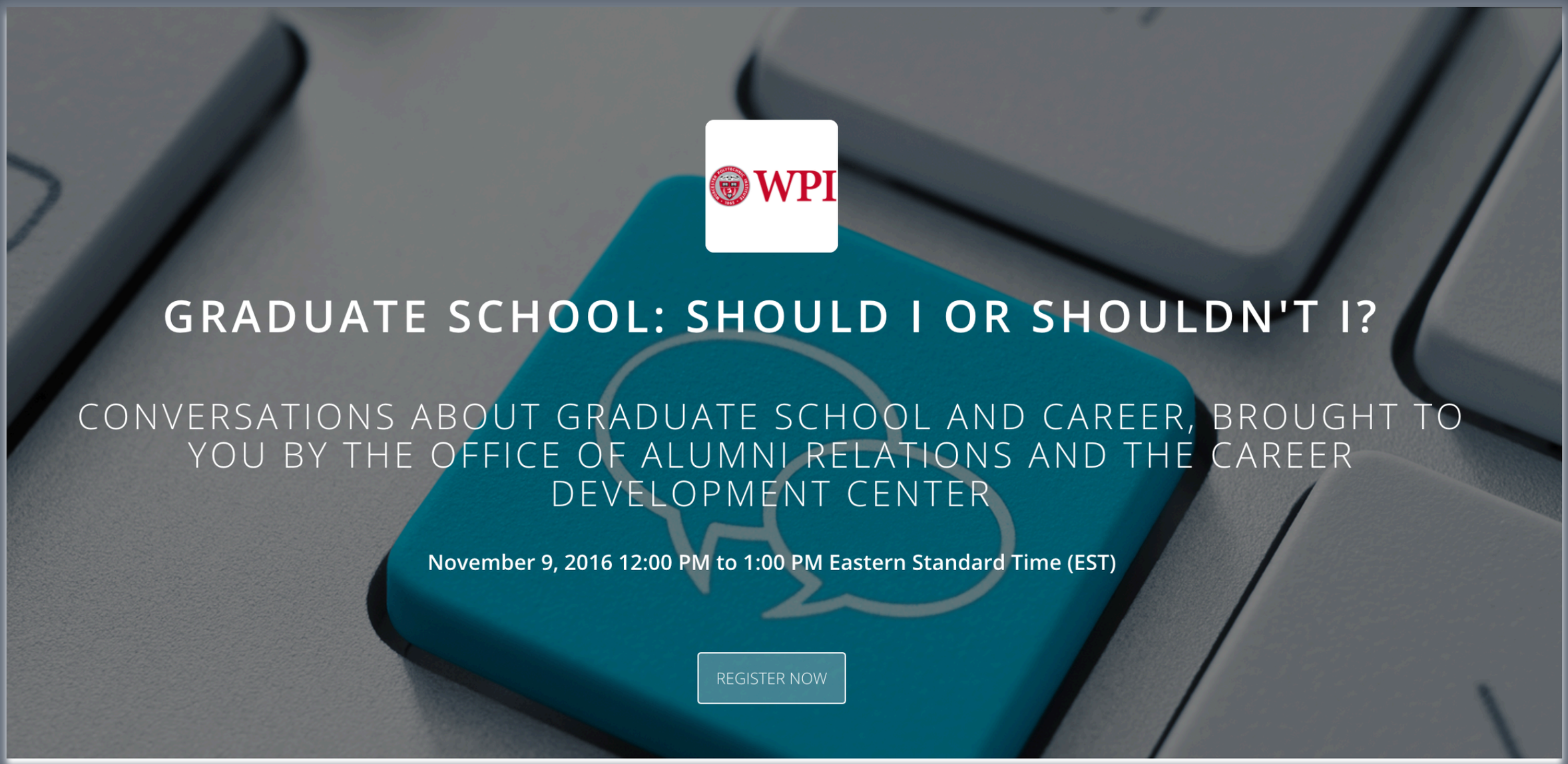
Here are some ideas to get the conversation started:

- What did you study?
- What do you do professionally?

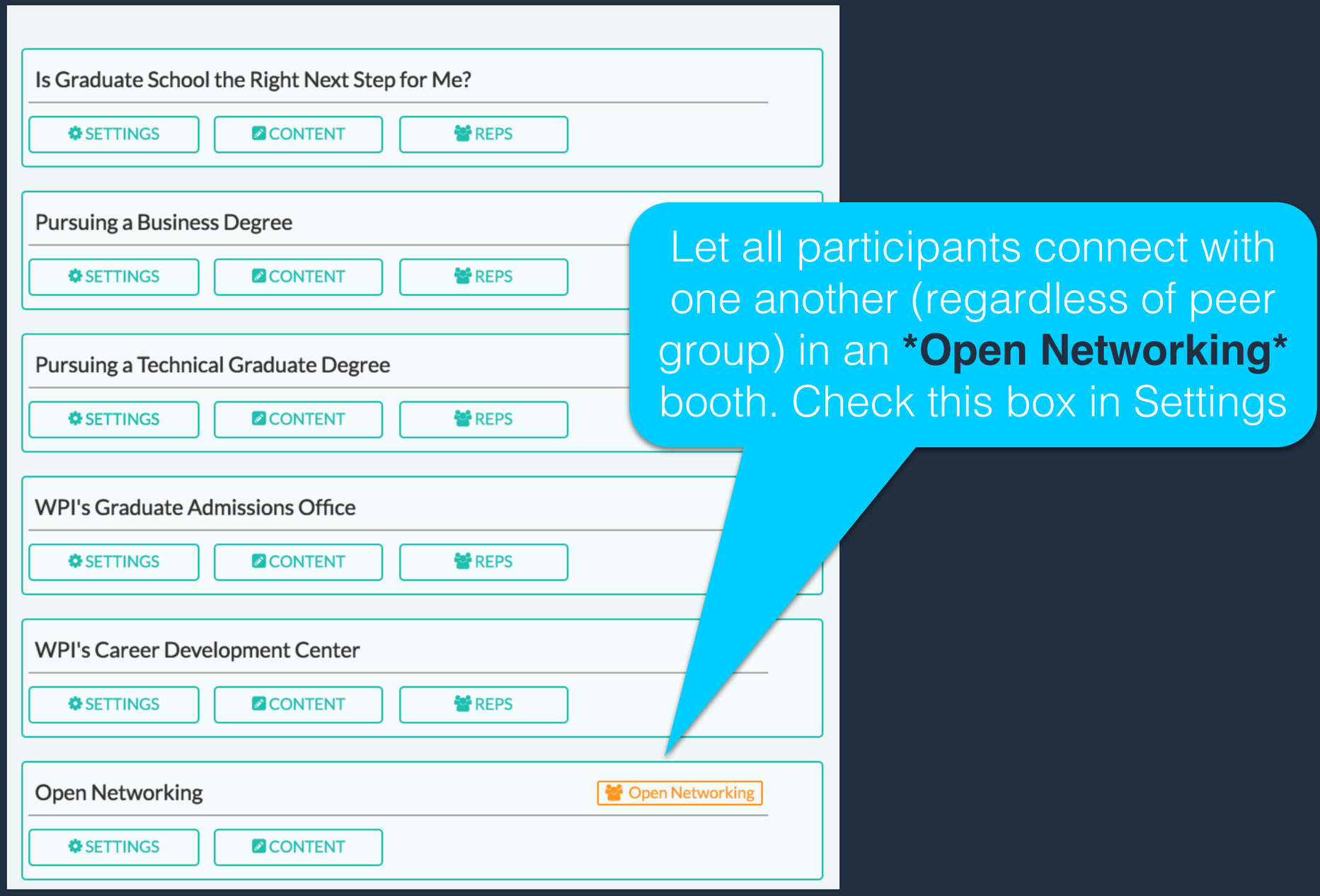
Enter

Multiple career coaches for alumni

Graduate School Advice

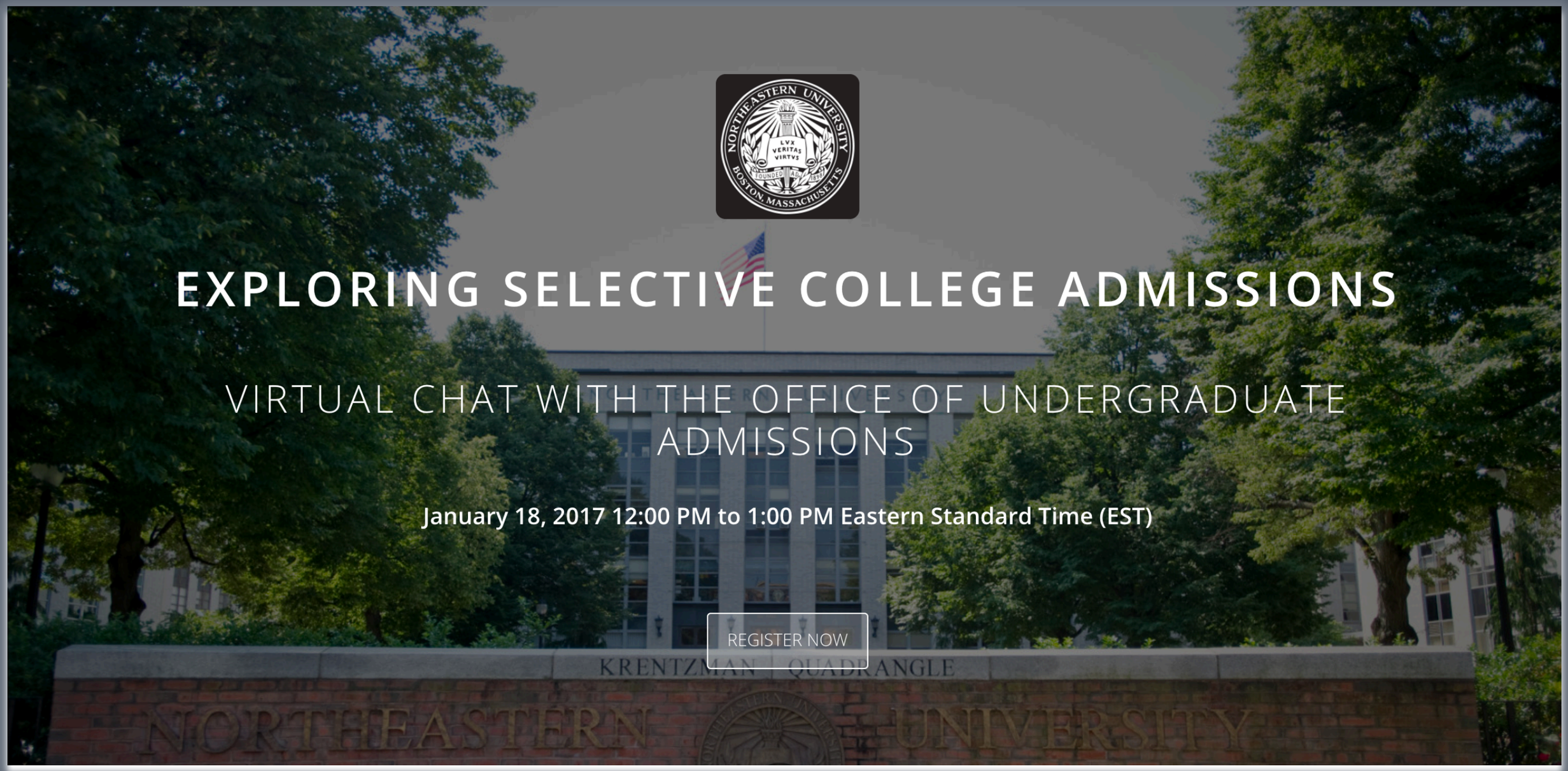


Graduate School Advice

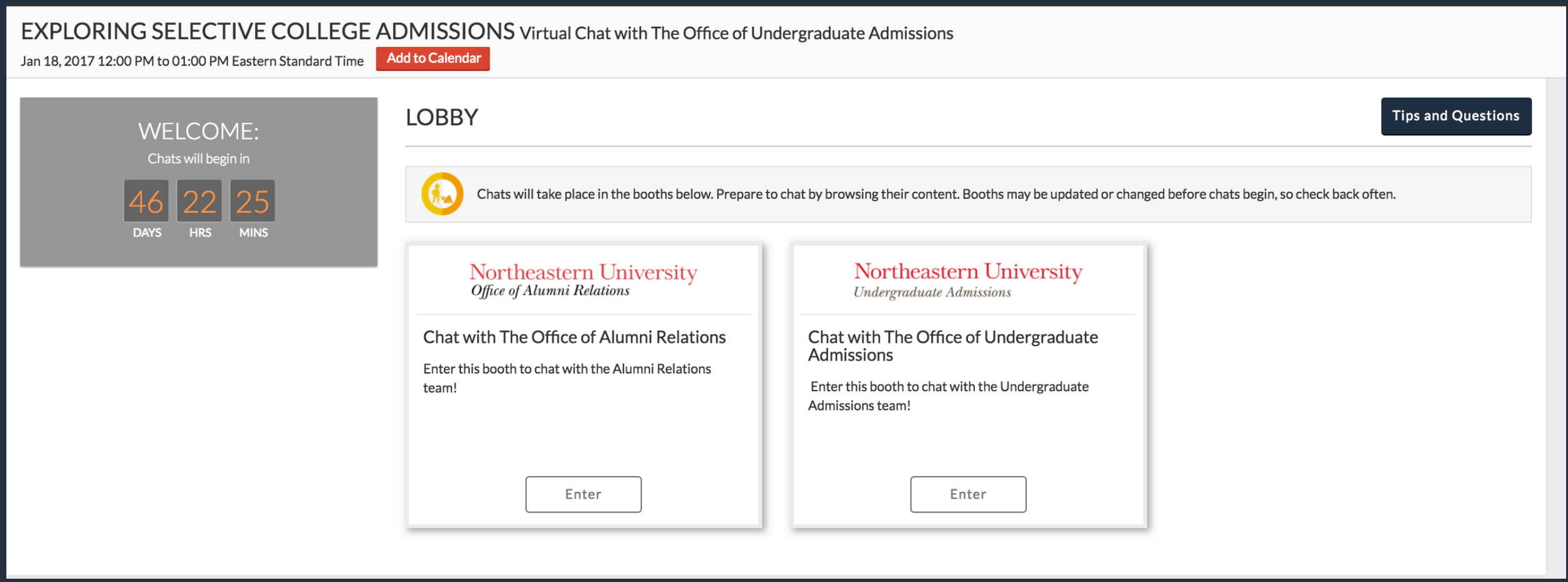


Learning more about graduate opportunities at the university

Admissions


EXPLORING SELECTIVE COLLEGE ADMISSIONS
VIRTUAL CHAT WITH THE OFFICE OF UNDERGRADUATE ADMISSIONS
January 18, 2017 12:00 PM to 1:00 PM Eastern Standard Time (EST)
REGISTER NOW
KRENTZMAN QUADRANGLE
NORTHEASTERN UNIVERSITY

Admissions



For those alumni with children or family members going through the admissions process

Admissions Information Session

November 15, 2016
11:00 AM to 12:00 PM (MST)

REGISTER

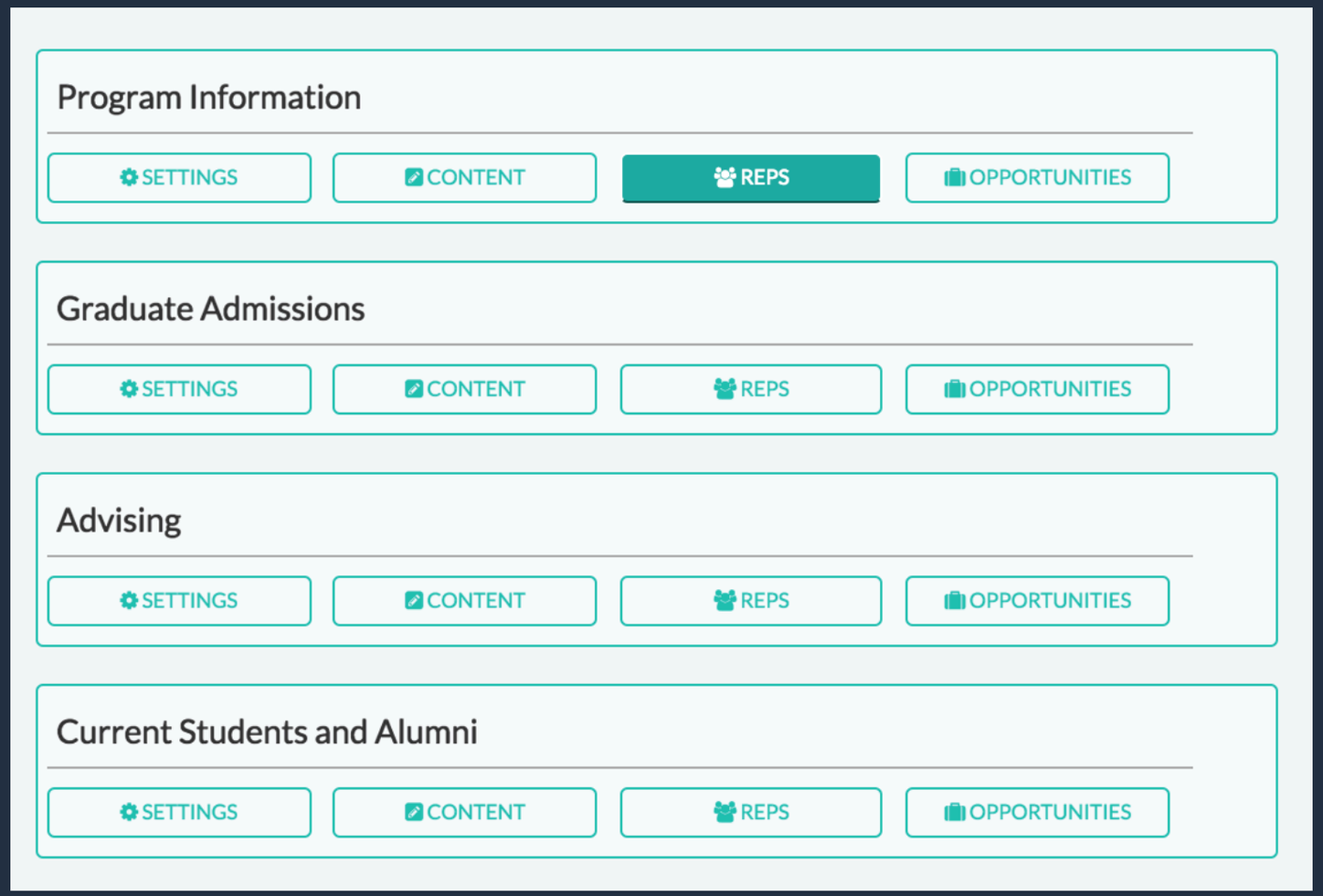
ABOUT

The journey is better when there's someone to share it with. If you're ready to do more and to be more, we're here to support you. Join us to learn more about our Online Professional MBA program.

During our time together, you'll chat one-on-one with staff and current students about what it's like to learn in the College of Business. You'll also have the opportunity to ask questions and meet other candidates, like you, who want to keep learning with a top-ranked program.

This online information session allows you to sign in from any device from your home, office, or wherever you are. We'll have virtual "booths" that cover:

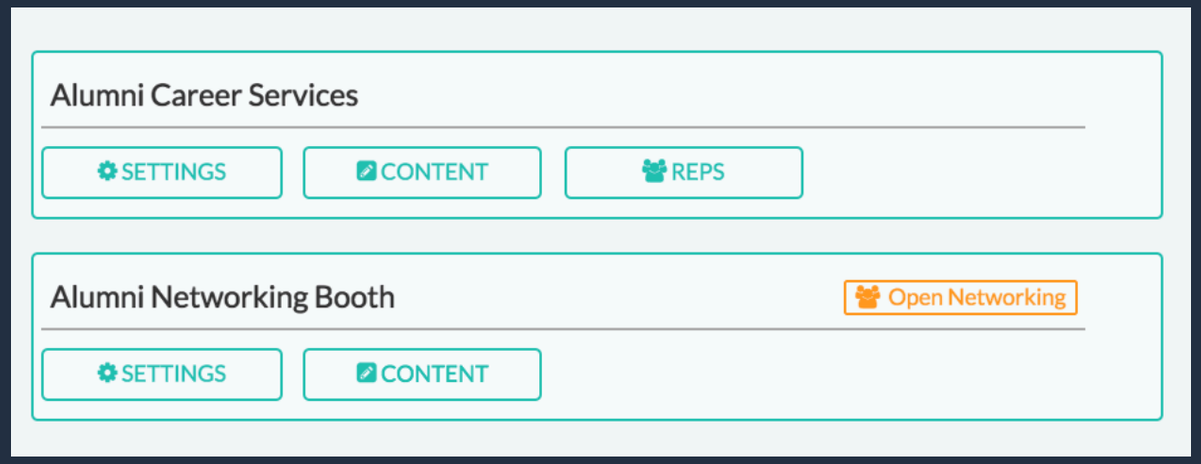
Admissions Information Session



Opportunity to connect with MBA advisors

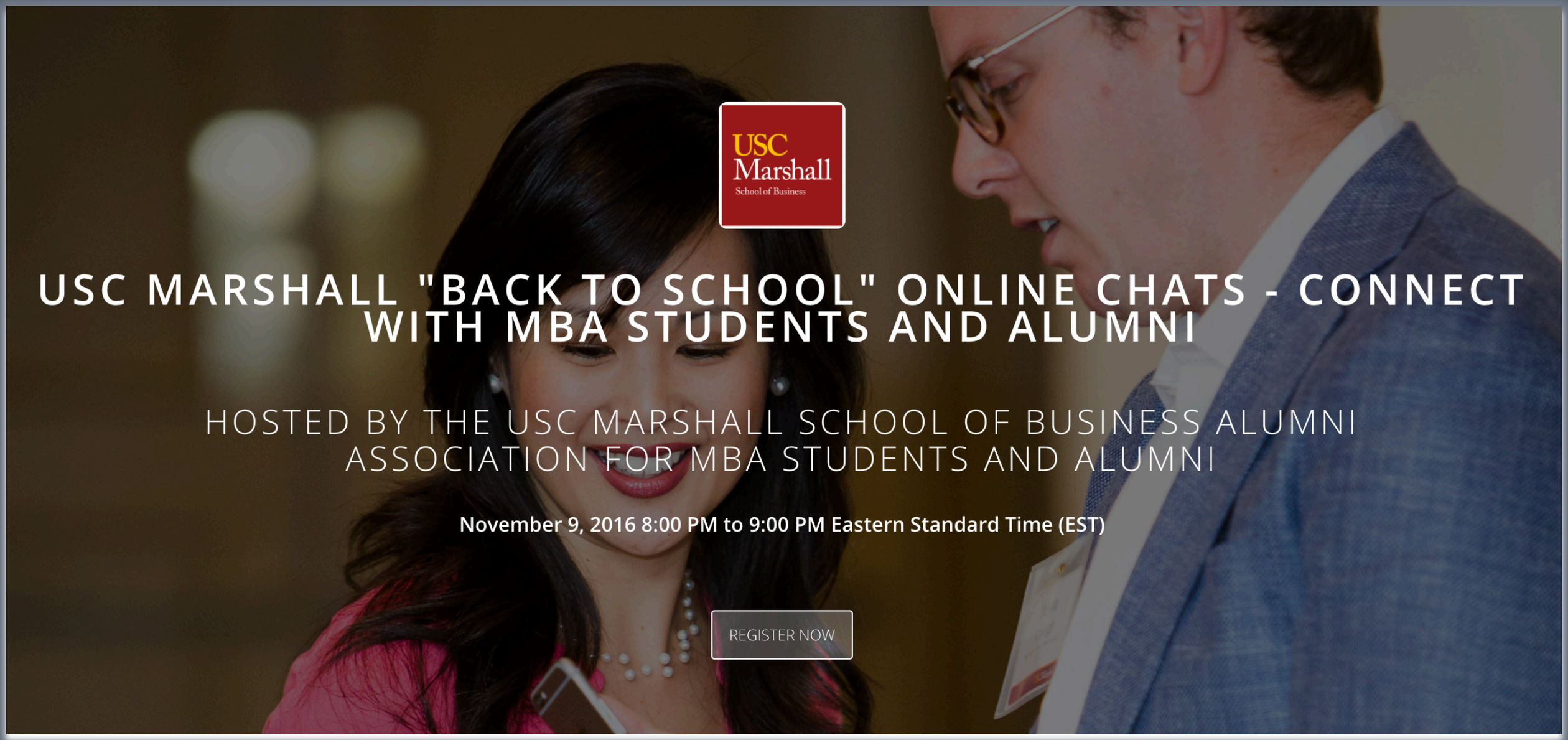
Alumni/Student Advice Sharing

Alumni/Student Advice Sharing



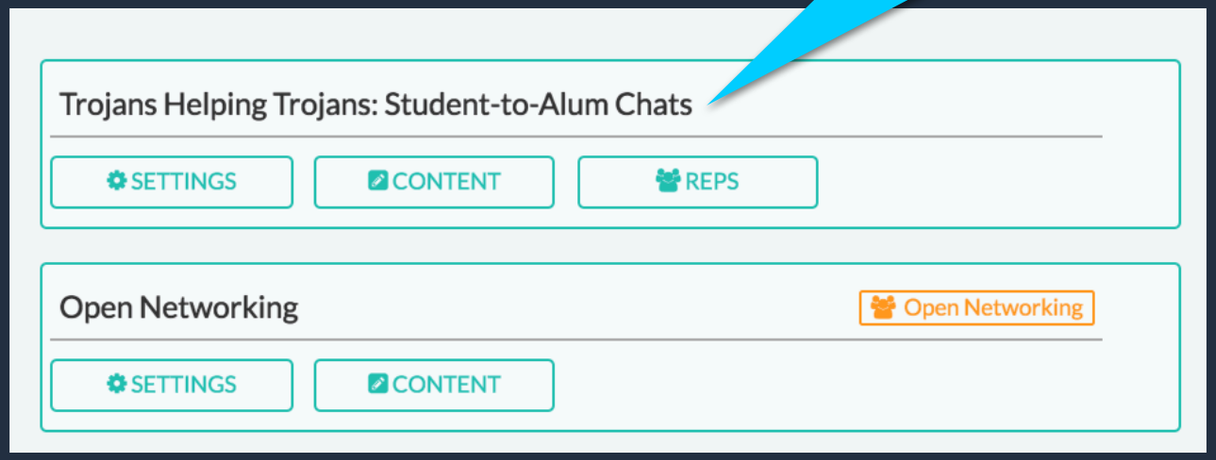
Students/Alumni sharing career tips and stories

Networking


USC
Marshall
School of Business
USC MARSHALL "BACK TO SCHOOL" ONLINE CHATS - CONNECT WITH MBA STUDENTS AND ALUMNI
HOSTED BY THE USC MARSHALL SCHOOL OF BUSINESS ALUMNI ASSOCIATION FOR MBA STUDENTS AND ALUMNI
November 9, 2016 8:00 PM to 9:00 PM Eastern Standard Time (EST)
REGISTER NOW

Networking

Just want your participants to connect in A to B conversations? Do **NOT** assign representatives. The platform will take care of this itself!



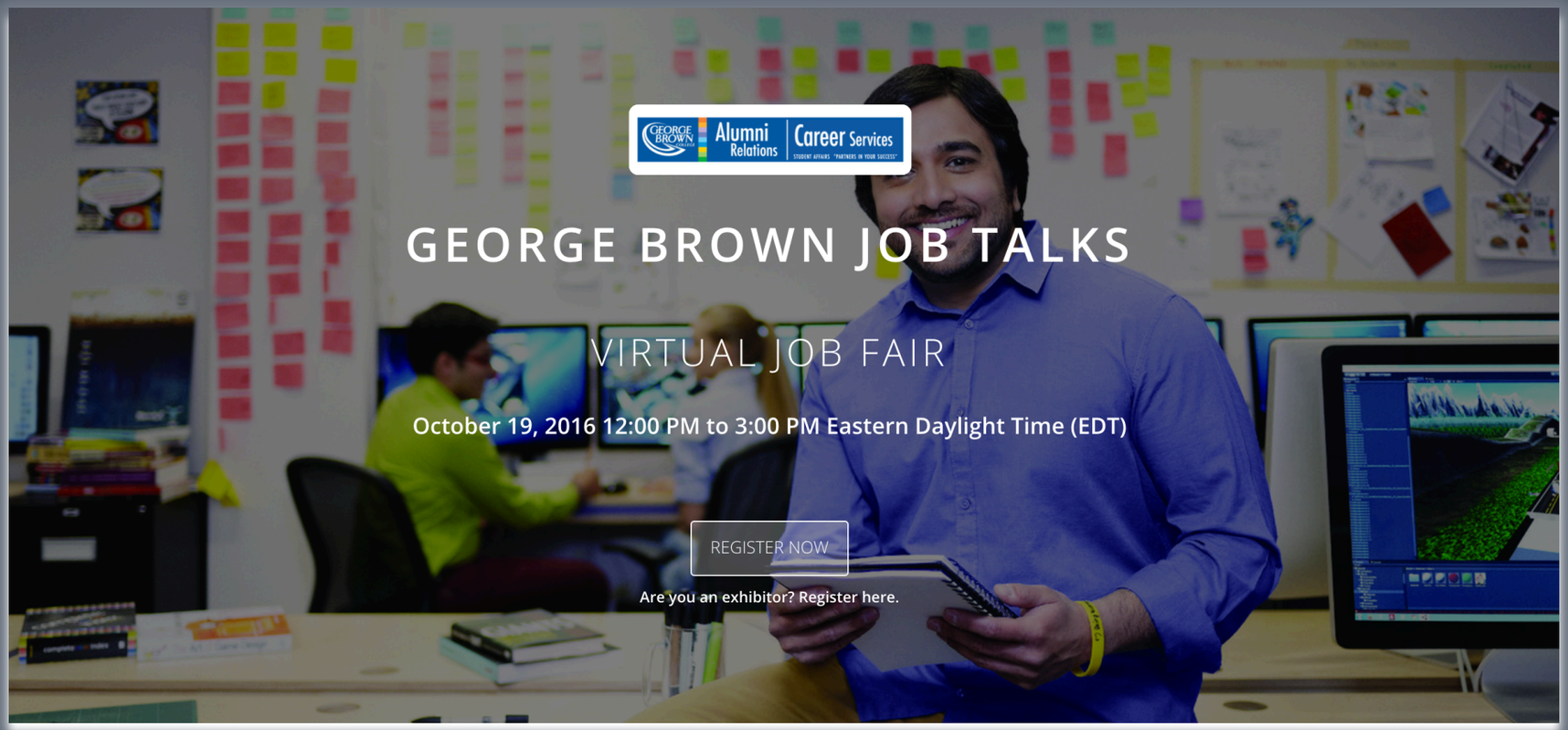
Student/Alumni networking

Event Connections

Open House & Expo

Open House & Expo: Connecting one peer group with recruiters/employers/admissions

Career Fairs | Single Employer | Admissions

In Control Center: Create the following templates/events using the "Open House/Expo" Event Type

Career Fairs