Welcome to Cambridge events 2016

Support pack for event organisers
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About Welcome to Cambridge events

Purpose

Welcome to Cambridge events are hosted by alumni groups across around the world in August, September and early October for undergraduate and postgraduate students starting in Michaelmas Term. These events enable new students to hear about life in Cambridge from alumni and current students in their home countries/regions and provide them with an opportunity to make some friends before starting university. They also offer alumni group members an effective way to engage with students.

Testimonials from last year's attendees

- “Thank you for organising the event, I really enjoyed it.” – Surrey event attendee
- “Talking with my upcoming peers was wonderful and very reassuring.” – Mumbai event attendee
- “It definitely made me feel a lot more at ease about starting the university the following week.” – Birmingham event attendee
- “Thank you so much for providing me with an opportunity to attend the evening. I had a lovely time and I feel better prepared for university life as a result of it.” – London event attendee
- “The alumni provided useful tips to ensure that I will have as smooth a transition as possible coming to Cambridge from overseas.” – San Diego event attendee
- “Everyone was extremely welcoming and friendly and I came away feeling even more excited about going to Cambridge!” – Dorset event attendee
- “Met new and interesting people. A pleasant introduction to the university.” – Cambridge event attendee
- “The alumni gave useful advice about joining lots of societies and getting involved with student life.” – Geneva event attendee
- “I was able to get great tips from alumni regarding life around Cambridge in general (not just studies-wise), which was great.” – São Paulo event attendee
- “Nice to meet people from the local area who are going to Cambridge.” – Kent event attendee
- “The event provided me with the opportunity to mingle with freshers from around the world.” – Cambridge event attendee
- “Meeting other alumni was great because they had plenty of tips for us – whether about moving out or life after Cambridge.” – Paris event attendee
- “The current student shared lots of useful tips very clearly, and hearing some of the alumni's stories of Cambridge in the 60s was hilarious!” – Dorset event attendee
- “I made lots of friends, some of whom I'm still in touch with!” – Birmingham event attendee
- “Thanks to meeting these people I was not alone on my flight and we even shared a cab to our colleges.” – Madrid event attendee
- “It was a really nice event and the alumni hosting it were very friendly. I received a lot of useful advice!” – Dorset event attendee
- “Definitely a fan of these events, thanks for running one!” – London event attendee
- “It was good talking to the second year students, just to settle queries about just how intense the work is and what to expect from day-to-day living at Cambridge.” – Surrey event attendee
- “I am less worried about meeting new people and making new friends because everyone was friendly.” – Cambridge event attendee
• “It allowed me to meet a few other people who will be starting at Cambridge at the same time as me, so making me more confident about beginning the course.” – Chester event attendee

• “It was great to meet other students and talk about going to Cambridge.” – Norfolk event attendee

• “It was a warm and welcoming atmosphere.” – Paris event attendee

• “Really nice evening, everyone very friendly and whole thing much less formal than I was expecting (which was good!).” – Surrey event attendee

• “It is reassuring to know that I won't be going to a place full of strangers, thanks to this event.” – London event attendee
Hosting an event

Why host an event?

- They are good fun and easy to organise.
- You will make a direct and considerable difference towards helping new students prepare for university.
- You can rally organisational help from other members and involve current students to help out on the day.
- You will be supported every step of the way by the Alumni Relations team.
- It will be a great opportunity for members to meet students and keep in touch with the University.

Things to consider before registering your event

Please read through this section, even if you have hosted a welcome event before.

Event date
Think about when to schedule your event:
- International events typically take place between early and mid-September and UK events are usually between mid and late September.
- Can you combine your event with the group’s monthly social or annual event? It is likely more members will attend and there will be less for you to organise.
- If you are a European group hosting a Student Travel Award winner, could your event coincide with their visit?
- Is there a University event in Cambridge that you can link your event to?

Event type
Most groups organise a simple drinks gathering in a reserved section of a café or bar. Simplicity is best – in fact, the less impressive your event the better! Attendees are likely to feel daunted about coming to Cambridge and will appreciate a low-key, welcoming and homely gathering. This is a good opportunity for your group to help break down some of the stereotypes about ostentatious events at Cambridge.

Venue
Feedback from attendees tells us that the best spaces provide enough room for mingling, have a pleasant ambiance and decent lighting, offer somewhere to sit and are not too noisy. Choosing a venue that is easily accessible by public transport is also important. Please do not hold your event at a member’s home or in a private school, as the former raises child protection issues and both can inadvertently reinforce unhelpful stereotypes about Cambridge.

Accessibility
Make your event as inclusive as possible by considering accessibility and people with disabilities. This may mean thinking slightly differently about the set-up of your event in order to ensure a wide range of people can come (see ‘Preparing for your event’ for guidance).

Free for attendees
Most students are on a very tight budget, so find out if the group can pick up any costs for venue hire and refreshments. Your attendees will not be expecting lavish hospitality, so please do not feel pressured to spend lots of money to impress them. Again, simplicity works best, and a few free soft drinks and some nibbles will be just fine. If you really must charge, please keep your prices below £5 or choose a café offering low prices.

Alcohol free
We recommend that you avoid serving alcohol at your event for a number of reasons:
- The group and your attendees will be protected from the problems of underage drinking and alcohol misuse.
- Under-age and non-drinkers are likely to feel more included and therefore more comfortable.
- Non-alcoholic drinks are usually cheaper and will help reduce your costs.

Online booking
Attendees are used to booking events online in just a few easy clicks, so using our online booking system is recommended.

Flexible booking
Attendees tend to book events last minute, so try to accommodate this by not having a booking deadline and allowing people to turn up at the door.
**Bringing a guest**  
Allow attendees to come with a parent, guardian or friend, as this might give them the courage to come as well as some assistance with getting there.

**No dress code**  
We recommend you avoid having a dress code as this can be off putting.

**Involving current students**  
Feedback tells us that attendees want specific advice from current students from their own College and subject, so involve lots of student volunteers covering a range of Colleges and subjects and invite along your equivalent student club/society if you have one.

**Testimonials from last year’s organisers**

- “It is fun. Not much planning or preparation required. Students are delightful, polite, friendly and grateful, and the event is filled with chatter and laughter. We are all quite sorry when we have to end the event and say goodbye.” – Bill Witts, Cambridge Society of Sussex

- “People who did attend were highly motivated and happy to connect with fellow alum.” – Alexandra Karl, Utah & Idaho – Oxford and Cambridge Society; Rocky Mountains

- “We had a very enjoyable evening and the freshers went away happy!” – Tony Wassell, Cambridge Society in Derbyshire

- “[Don’t] make it too complicated. We just organise a simple social gathering with a meal in a local restaurant, bringing together freshers and alumni. A good time is had by all!” – John Speed, Cambridge Society of Luxembourg

- “It's a great way to boost members. And to reduce the average age!” – Ralph Smith, Cambridge Alumni Madrid and member of the Networks Working Group

- “It doesn't have to be a big affair, just arrange a get-together at a local hostelry and get a few alumni to come along who are prepared to chat about their time at Cambridge.” – Brian Beeston, Cambridge Alumni Society – San Diego

- “The [student] volunteers were terribly enthusiastic, willing and helpful. The attendees were gracious and a pleasure to talk to. CUDAR [Development and Alumni Relations] did an excellent job and responded immediately with help.” – Georgina Ritson, Cambridge Society of Liverpool

- “This is the best alumni event of the year.” – Jussi Kajala, Cambridge Society of Finland

- “Freshers have a high chance of eventually becoming members of local groups and are the energy transfusions that every group/club needs over time.” – Don Birch, Oxford and Cambridge Club of Geneva

**Not sure whether to host an event?**

If you could do with a bit more information to help you decide whether to host an event, why not contact one of last year’s organisers with your questions? Alternatively, you could attend one of this year’s events for some inspiration with a view to hosting an event next year. Please email networks@alumni.cam.ac.uk to be put in touch with an organiser, or visit www.cam.ac.uk/welcome in late July/early August for the events timetable and contact an organiser directly.
Support available from Development and Alumni Relations

Key contacts

Claire Baxter and Jennie Hastie from the University’s Alumni Relations team will support you every step of the way. Please do not hesitate to get in touch with any questions, by emailing networks@alumni.cam.ac.uk.

Claire Baxter oversees:
- Event registration
- Online booking facility
- Branded resources
- Organiser survey

Jennie Hastie oversees:
- Event publicity
- Student volunteers
- Student clubs/societies
- Attendee registration forms and mailing lists
- Attendee survey

Event publicity

We will promote your event far and wide:

Main events web page and social media
Your event will be listed on our dedicated ‘Welcome to Cambridge’ events web page, at: www.cam.ac.uk/welcome and promoted to students on Facebook and Twitter.

University web pages and social media
Adverts will feature on the University’s main student-facing pre-arrival and orientation web pages and also on the main freshers Facebook pages.

Colleges
College Admissions Offices and Tutorial Offices will be provided with event invitations and timetables to include in their welcome/freshers packs. They will also be asked to promote the events online. College Communications Offices and Alumni/Development Offices will also be asked to promote the events.

JCRs and MCRs
College JCRs and MCRs will be provided with event invitations and timetables to include in their welcome/freshers packs. They will also be asked to promote the events online. Relevant committee officers (President, Communications/Publicity/Secretary, Access, International, Welfare and Freshers/First Year Reps) will be approached individually to promote the events.

Cambridge University Students’ Union (CUSU)
We will place adverts for the events on CUSU’s freshers and international freshers websites, at: www.freshers.cusu.co.uk and www.freshers.cusu.co.uk/international.

Cambridge in America (CAm)
In addition to hosting several welcome events, our American office, CAm, will help promote the American and Canadian events.

Direct invitations to new students (international events only)
The International Student Team, in collaboration with the Graduate Admissions Office, will email a personal invitation to your event to new graduate students from your region/country. This will be sent about three weeks before the event. (UK events: we are often asked by groups for student data, but it is not possible for us to send direct invitations to students in the UK or to share their contact details with groups for the purpose of sending direct invitations.)

International student guide
The events will be promoted in this online publication which is published by the International Student Team. The guide provides pre-arrival and orientation information to new international students and is available at: www.internationalstudents.cam.ac.uk/files/international_student_guide.pdf.

Student clubs/societies
If your group has an equivalent student club/society we will ask them to help promote your event.

Across the University
A number of other teams will be asked to promote the events:
- Area Links (also known as Schools Liaison Officers): www.undergraduate.study.cam.ac.uk/colleges/area-links
- CUSU international: www.international.cusu.cam.ac.uk
Current students

We can help with recruiting current student volunteers to help out at your event and put you in touch with your equivalent student club/society (if you have one) to invite along.

Resources

We have a range of resources available for your use:

- Copies of the generic events flyer and invitation so you can promote your event.
- Bespoke event post for your Facebook page.
- Branded signs, table flags, banners, volunteer name badges and attendee name stickers.

Online booking

We recommend using our online booking system to manage your event bookings, as this will make registration quick and easy for attendees and will reduce your administration work. We will email you a registration list before your event and send some pre-written name stickers for attendees (time permitting). We will not take ticket/entrance fee payments via the system; attendees should pay the group directly.

Attendee mailing list

After your event, we will provide you with the names and University email addresses of your attendees so you can keep in touch with them.

Feedback and statistics

We will survey event organisers and attendees after the events and share any useful findings with you. We will also examine attendee data (such as numbers, course, gender, nationality) and look for trends. We will be happy to share statistics with you on request.
Registering your event

Event registration form

To register your event, please complete an Event Registration Form online at:
www.surveymonkey.co.uk/r/welcome_event_registration.

Alternatively, an electronic version of the Event Registration Form can be downloaded from our website at:
www.alumni.cam.ac.uk/get-involved/welcome-to-cambridge-events. This Form is also attached to the email inviting your group to host an event. A hard copy of the Form is included within this pack (see ‘Templates and further information’). Please complete and email your Form to networks@alumni.cam.ac.uk or post it to Claire Baxter, Development and Alumni Relations, 1 Quayside, Bridge Street, Cambridge, CB5 8AB, UK.

Please answer every question to give attendees as much information as possible.

Deadlines for submitting your form

This year, we have introduced three deadlines for submitting your Event Registration Form to us. The deadlines will determine how your event will be advertised. Please aim to get your completed form to us by the first deadline because this will guarantee maximum publicity for your event. If this is not possible, please aim for one of the other deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Listed in the printed timetable sent to Colleges</th>
<th>Listed on the main events web page</th>
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<tbody>
<tr>
<td>Friday 22 July</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Friday 19 August</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Friday 2 September</td>
<td>x</td>
<td>x</td>
<td>✓</td>
</tr>
</tbody>
</table>
Preparing for your event

Promoting your event

Invitations
You are welcome to email networks@alumni.cam.ac.uk to request electronic or hard copies of the event flyer and invitation to circulate. If you intend to design and send your own event invitations, please be mindful of sending them from the group, rather than from an individually named member, so as to reassure those receiving an invitation that the event is official.

Facebook
Facebook is the go-to place for students, so set up a Facebook account and create a public event posting for your event, at: www.facebook.com. You can email networks@alumni.cam.ac.uk for a bespoke post for your page.

Last year’s volunteers and attendees
Ask last year’s student volunteers and attendees to spread the word.

Schools and colleges
Get in touch with your local schools and colleges to promote the event.

Area Link (UK events only)
Contact the Area Link (also known as Schools Liaison Officer) for your region to help promote your event: www.undergraduate.study.cam.ac.uk/colleges/area-links.

Tips
Contact other event organisers for their suggestions and tips for promoting the event.

Recruiting student volunteers

The majority of attendees tell us that speaking to current students is a particular highlight of Welcome to Cambridge events – especially when they are from the same College or course because the advice given is more specific and more relevant. So it is well worth inviting along some current students from a range of Colleges and courses to mingle with attendees. The volunteers can also provide an extra pair of hands setting up, registering attendees and clearing up afterwards.

You can recruit volunteers yourself:
- Invite back last year’s attendees and volunteers.
- Ask other members if they are in contact with current students to approach.
- Ask your Area Link to promote the opportunity to current students holding College Access Officer roles (UK events only).
- Contact your College Development/Alumni Office for help.

You can also use the Event Registration Form or email networks@alumni.cam.ac.uk to ask for our help to recruit some volunteers for your event. We will advertise the opportunity to students across Collegiate Cambridge and, although we cannot guarantee to find you any volunteers, we will certainly do our very best!

Volunteers are very appreciative of any expenses (e.g. for travel, refreshments and entrance) that can be covered by the group, so do allow for this if possible.

Inviting your student club/society

If your group has an equivalent student club/society, consider inviting along their President or deputy and find out if they will be hosting a similar welcome event for new students in Cambridge that you can promote at your event. To find out if you have an equivalent student club/society, please use the search facility at www.cusu.co.uk/groups or email networks@alumni.cam.ac.uk.

Inviting your Area Link (UK events only)

Visit www.undergraduate.study.cam.ac.uk/colleges/area-links for the name and contact details of your Area Link (also known as Schools Liaison Officer) and invite him/her along to your event. You could also ask him/her to help promote
your event to local schools and colleges. The University’s Area Links Scheme was established in 2000 to enable Cambridge Colleges to build effective relationships with schools and colleges across the UK.

Inviting senior staff and academics

Students are keen to have access to senior University staff and academics, so find out if any members have connections and invite them along as special guests. Try contacting your College Development/Alumni Office for suggestions.

Thinking about accessibility

Your goal, no doubt, is to assist all attendees, including those with disabilities, to feel welcomed and able to fully participate in the event. When planning your event, it is important to consider what barriers to participation might be in place and to address these where possible.

Some excellent guidance on event accessibility and disability etiquette can be found on these sites:

- University Disability Resource Centre: www.disability.admin.cam.ac.uk/about-drc/etiquette
- Voluntary Arts Week: http://goo.gl/iOqj2N
- Scottish Health Council: http://goo.gl/s6SqCX

Ordering branded resources

We have a range of branded resources that can be borrowed for your event. Please email networks@alumni.cam.ac.uk to place an order, giving at least two weeks’ notice so we can post them to you in time for your event. We ask that you return the resources to us within a fortnight of the event, either by hand or by post.

**Signs**
Available in A3 (29.7 x 42cm) and A4 (21 x 29.7cm), these laminated signs can be stuck to venue doors and walls to direct attendees to your event (stickers not provided).

**Table flags**
Light-weight and easy to assemble, these are ideal for placing on tables in a reserved area of a bar or café. Height: 30cm.

**Banners**
Light-weight and easy to hang from the eyelets using cable ties or string (not provided). Approx. 150cm x 75cm (5ft x 2ft 6 inches).
Badges for members and student volunteers
Available in two versions: Alumni Volunteer for group members and Student Volunteer for your current student helpers. Approx. 7.5cm x 4cm.

Name stickers for attendees
Available in sheets of approx. 14 easy-peel stickers to use as name badges for attendees. If you are using the online booking system we will send them to you pre-labelled with your attendees’ name, College and course (time permitting). Otherwise you can order blank sheets for you or your attendees to complete.

Writing a welcome speech
Please prepare a short welcome speech to give at the beginning of the event. You will find some guidelines for writing a welcome speech within this pack (see 'Templates and further information').

Points worth including:
- Give an overview of timings.
- Highlight the purpose of the event.
- Introduce members, current student volunteers and any guests.
- Promote the benefits for students of tapping into the alumni groups network during their studies.
- Highlight what your group does for and with students.
- Promote your equivalent student club/society (if you have one), highlighting any welcome events they will be hosting for new students in Cambridge.

Joseph Miller
Clare College
History
On the day of the event

Welcoming attendees

It is scary for anyone to walk into a room of strangers, so have a designated person at the door to welcome attendees.

Registering attendees

Please collect the name, home town, school/college, Cambridge College, course and email address for every new Cambridge student attending your event. You will find a template Attendee Registration Form for this purpose within this pack (see ‘Templates and further information’) and an electronic copy will be emailed to you before the event.

We cannot stress enough the value of the information collected on the Attendee Registration Form. Please ensure that new Cambridge students sign it (though it should be noted that they do not have to if they would prefer not to) and that you submit the completed Form to us promptly after the event.

Guidelines for completing the Attendee Registration Form:

- Print off enough copies of the Form for your event.
- Assign someone to register attendees, ensuring that those who should complete the form do, and those who should not complete the form do not.
- Only new Cambridge students starting a course in Michaelmas Term should complete the Form.
- No one else should complete the Form. Alumni group members, current Cambridge students, new/current Oxford students and any other guests should not complete the form.

We will use the information on the Form to create a mailing list for your group and our office to use, so we can contact attendees for their event feedback and keep in touch with them throughout their studies. We will also examine the data, look for trends and use our findings to inform our work and rally more support for the events across Collegiate Cambridge.

Data protection notice

Please print and display a Data Protection Notice next to the Attendee Registration Form to explain to attendees how your group and the University will handle and use the data collected on the Attendee Registration Form. Any student volunteers assigned to helping with registering attendees should be asked to read the Data Protection Notice. You will find a template Data Protection Notice within this pack (see ‘Templates and further information’) and an electronic copy will be emailed to you before the event.

Photography notice

If you are planning to take photographs during the event, please display a Photography Notice to make attendees aware of this and give them the opportunity to inform you if they would like to be excluded from photography. You will find a template Photography Notice within this pack (see ‘Templates and further information’) and an electronic copy will be emailed to you before the event.

Signage

Help attendees find their way to your event by putting up lots of signage around the venue – in addition to any banners and flags you have borrowed from us. See ‘Branded resources’ for details of how to order signs, banners and flags from Development and Alumni Relations.

Attendee name stickers

Provide attendees with a name sticker displaying their name, College and course. These will help everyone identify the newcomers and will act as a helpful conversation starter. Attendees can be instructed to write their own sticker on arrival. See ‘Branded resources’ for details of how to order name stickers from Development and Alumni Relations.
Identifying current students

Make it easy for attendees to identify current student volunteers to speak to. For example, you could provide current students with coloured name badges. See ‘Branded resources’ for details of how to order volunteer badges from Development and Alumni Relations.

Volunteer expenses

If the group is able to cover student volunteer expenses we advise that you reimburse them before they leave and encourage them to volunteer again next year.
Following-up after your event

Submitting your attendee registration form

Please send us your Attendee Registration Form immediately after the event, so that we can create a mailing list and contact attendees for feedback. 41 out of 52 organisers submitted their forms to us in 2015, meaning that attendees from 11 events were not contacted for feedback or accounted for in our statistics. Please help us improve the return rate this year.

Guidelines for submitting your Attendee Registration Form:
- After the event, please go through the Form and cross out/delete anybody that is not a new Cambridge student starting a course in Michaelmas Term (so please delete alumni group members, current Cambridge students, new/current Oxford students and any other guests).
- If you are typing out your own list of attendees (instead of using our template Form), please submit it as a Word document, rather than a PDF file, so that the data can be copied easily to our database.
- Please email the Form to networks@alumni.cam.ac.uk, or post a hard copy to: Jennie Hastie, Development and Alumni Relations, University of Cambridge, 1 Quayside, Bridge Street, Cambridge, CB8 5AB, UK.

Returning branded resources

Kindly return any borrowed resources to us within two weeks of the event. You can post or hand deliver them to: Claire Baxter, Development and Alumni Relations, University of Cambridge, 1 Quayside, Bridge Street, Cambridge, CB8 5AB, UK.

Sharing your photos

We would love to see your photos, so please email them to networks@alumni.cam.ac.uk or email us a link to them online. Landscape orientated photos sized 900 pixels x 450 pixels or bigger are preferable because they are more versatile for use in next year's promotional materials.

Giving us feedback

We will welcome your feedback on all aspects of the Welcome to Cambridge events initiative to help us improve the support and services we offer organisers and the experience of attendees. We will email you a link to a short online survey to complete after the event.

Using your attendee mailing list

You can use your Attendee Registration Form to keep in touch with attendees and inform them of the group's activities and events. Alternatively, you can use the mailing list we will send you once we have received your Attendee Registration Form, which will contain their University @cam email address.

Staying in touch with your student club/society

If your group has an equivalent student club/society, it can be advantageous to you both to share ideas and collaborate on initiatives and events. Working together can also help to ensure a smooth transition for members from the student club/society to the alumni group when they graduate. To find out if you have an equivalent student club/society, please use the search facility at www.cusu.co.uk/groups or email networks@alumni.cam.ac.uk.

Planning for next year's events

In January, the Alumni Relations team will review the year's events and start planning for the coming year. Groups will be contacted from March onwards with an invitation to run an event.
Templates and further information

The following templates and information are enclosed within the next section of this pack:

Event Registration Form
Attendee Registration Form
Data Protection Notice
Photography Notice
Guidelines for your welcome speech
Welcome to Cambridge events
Event Registration Form

To register your event, please complete this form and email it to networks@alumni.cam.ac.uk, fax it to +44 (0) 1223 764476 or post it to Claire Baxter, Development and Alumni Relations, 1 Quayside, Bridge Street, Cambridge, CB5 8AB, United Kingdom.

Please answer every question to give attendees as much information as possible. If you have any questions, please email networks@alumni.cam.ac.uk.

The deadlines for submitting the Event Registration Form are:

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<tr>
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<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday 2 September</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>

1. Alumni Group

Group name

Name of Group’s main University contact person

Email address of Group’s main University contact person

2. Event organiser

First name

Surname

Position within the Group

Email address

Telephone number

☐ (Please tick) I confirm that the Group’s main University contact person is aware of this event

3. The event

Date

Start time

End time

Type of event

☐ Informal drinks
☐ Informal meal
☐ Formal drinks
☐ Formal meal
☐ Other (please specify):

Event description – 200 words
max. (This will be used to advertise your event, so please make it catchy and sound appealing!)

<table>
<thead>
<tr>
<th>Target audience</th>
<th>☐ Undergraduates</th>
<th>☐ Postgraduates</th>
<th>☐ Both</th>
</tr>
</thead>
</table>

| Venue address and postcode | |
|---------------------------| |

<table>
<thead>
<tr>
<th>Directions, parking and transport links (Please include a link to the venue’s website if possible)</th>
<th>☐ Development and Alumni Relations’ online booking facility</th>
<th>☐ Email the event organiser</th>
<th>☐ Telephone the event organiser</th>
<th>☐ Other (please specify):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How would you like attendees to book?</th>
<th>☐ Development and Alumni Relations’ online booking facility</th>
<th>☐ Email the event organiser</th>
<th>☐ Telephone the event organiser</th>
<th>☐ Other (please specify):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is there a deadline for booking</th>
<th>☐ Yes, the deadline is:</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Will you accept attendees turning up without pre-booking?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Can attendees bring a guest? (e.g. parent, guardian or friend)</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

| Up to how many guests can they bring? | |
|-----------------------------------| |

<table>
<thead>
<tr>
<th>Is there a ticket / entrance fee?</th>
<th>☐ Yes, it’s £ ___ per person</th>
<th>☐ No</th>
</tr>
</thead>
</table>

| What is covered by the fee (e.g. venue hire, boat ticket, first drink)? | |
|---------------------------------------------------------------------| |

| How should attendees pay the fee? | ☐ Cash | ☐ Credit or debit card | |
|-----------------------------------|--------|------------------------| |

| When is payment due? | ☐ At the time of booking | ☐ On the door | |
|---------------------|--------------------------|--------------| |

<table>
<thead>
<tr>
<th>Will refreshments be provided?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

| Please give details: | |
|---------------------| |

<table>
<thead>
<tr>
<th>Will there be a charge for refreshments?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How can they pay for refreshments?</th>
<th>☐ Cash</th>
<th>☐ Credit or debit card</th>
<th>☐ Not applicable as no charge</th>
</tr>
</thead>
</table>
4. Student volunteers

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like our help to recruit current student volunteers for your event?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Ideally how many volunteers you would like?:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer shift start time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer shift end time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer duties (Please list what you’d like them to do)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you reimburse the volunteer their expenses?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Please specify what expenses you are happy to reimburse and what you can provide for free:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Event ticket or entrance fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Refreshments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you for completing this form
Please only complete this form if you are a new Cambridge student starting a course in Michaelmas (autumn) Term. Please note that you are under no obligation to complete this form. You should not complete this form if you are an alumni group member, a current student from Cambridge, a new/current student from Oxford, or anyone else.

To find out how the University of Cambridge handles and uses the data it collects, please refer to the alumni groups Data Protection Statement accompanying this form, or available from the event organiser.

| First name | Surname | Home town | School or college | Cambridge college | Course (e.g. Engineering) | @cam user ID (e.g. jh681) or email |
Alumni Groups data protection statement

The University is subject to data protection regulations under UK law, which control the use of personal contacts and data. All the University’s officially recognised volunteer-led Alumni Groups have agreed to take proper care of personal data obtained because of their status as Alumni Groups.

When you complete the registration form you consent to the Group:

- Recording your personal data in both hard and electronic form
- Using it for the purposes of the Group, such as organising events, and sharing it with the University.

If you have any queries, wish to restrict data processing or sharing, or do not want to be contacted, please inform the Alumni Group hosting the event. (Minimal information is always retained to make sure you are not contacted again inadvertently.)

The University’s data protection values

If you are a current or future student your data will be shared with the University to enable the Development and Alumni Relations office to send you a survey shortly after the event and to stay in touch with you during your time at Cambridge. They may contact you to give you the opportunity to get involved with student/alumni engagement initiatives, such as voluntary opportunities, focus groups and travel bursaries, and to share information on how you can tap into the University’s global alumni network.
Location notice for photography to take place

Photography will take place in this area during the Welcome to Cambridge event.

The photographs will be used by the Alumni Group hosting the event and the University of Cambridge for the purpose of promoting their activities and may be published on the University’s websites and circulated to the press and other media organisations for publication, transmission or broadcast.

If you do not wish to appear in the photographs, please advise the organiser of the event.

Thank you for your co-operation.
Welcome to Cambridge pre-arrival events 2016
Guidelines for welcome speech

David Peace (St Catharine’s 1966), Chairman of the Cambridge Society of London and Alumni Advisory Board member, shares some ideas and tips for your welcome speech below.

(Please note for the London event: 120+ students, large room, cash bar, no food, two/three Society members and ten second and third year student volunteers. Will be different at other events.)

<table>
<thead>
<tr>
<th>Timing</th>
<th>Speech given when all or most have arrived, so perhaps 30 minutes after start. I generally have a card with trigger words for the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set the tone</td>
<td>Welcome.</td>
</tr>
<tr>
<td></td>
<td>Congratulations on going to the best university in the world! (Always raises a cheer and puts nervous teenagers in a good mood).</td>
</tr>
<tr>
<td></td>
<td>And special congratulations to those going to St. Catharine’s, the best College in the best university in the world! (Cheers and boos).</td>
</tr>
<tr>
<td></td>
<td>I’ll explain shortly what this is all about.</td>
</tr>
<tr>
<td>Domestics</td>
<td>Make sure you’ve signed the registration form, which you’ll find ….</td>
</tr>
<tr>
<td></td>
<td>Advise of timings for the evening. Curfew/finishing time. You’ll be thrown out at 9pm or I’ll be sending in heavies!</td>
</tr>
<tr>
<td></td>
<td>Point out toilets, cloakroom and emergency exits. If there’s an emergency just follow me – I’ll be the first one out!</td>
</tr>
<tr>
<td></td>
<td>Arrangements for food and drink.</td>
</tr>
<tr>
<td></td>
<td>What to do with glasses and rubbish.</td>
</tr>
<tr>
<td>Purpose</td>
<td>What’s it all about?</td>
</tr>
<tr>
<td></td>
<td>Just what they’re already doing: meeting each other, making friends and getting info about the University and the Colleges.</td>
</tr>
<tr>
<td></td>
<td>You’re probably excited, nervous and have tonnes of questions. This is an opportunity for you to get answers, tips and advice by speaking to current students (if attending) and alumni.</td>
</tr>
<tr>
<td></td>
<td>It will continue without more speeches or any other interruption till throw-out time.</td>
</tr>
<tr>
<td>Introductions</td>
<td><strong>Alumni Group</strong></td>
</tr>
<tr>
<td></td>
<td>Who am I and the other “adults”? Not professors, not masters, not directors of studies or tutors. The bad news is that we are you (some many decades on!) – now graduates, who do this for the University out of goodwill.</td>
</tr>
<tr>
<td></td>
<td>We are members of the Cambridge Society of London – which is an Alumni Group for graduates in London. Please can Group members wave now to make yourselves known?</td>
</tr>
<tr>
<td></td>
<td>This Group does other things too, for example: (give brief examples, ideally ones that will appeal to students).</td>
</tr>
</tbody>
</table>
## Network of Alumni Groups
The University of Cambridge has a network of over 450 volunteer-led Alumni Groups. With a presence in over 107 countries – from Algeria to Venezuela, from Afghanistan to Zimbabwe – we believe no other university has such a wide-reaching and extensive network. As Cambridge students, you can tap into the network of Groups around the world throughout your studies for careers advice, mentoring, events and international hospitality whenever you’re travelling.

## Development and Alumni Relations
Alumni Groups are independent and self-financing, but recognised by and affiliated to the University and linked to it via the University’s Development and Alumni Relations office, which will stay in contact with you throughout your studies and beyond.

## Student volunteers (if applicable)
Talk to the second and third year students that are here to share their experiences of living and studying in Cambridge. They are the real experts of life in Cambridge now (unless you want to hear from me what it was like in the 1960s!) and will be very happy to answer your questions. Introduce them giving their name and College.

## Guests (if applicable)
Introduce any guests.

## Equivalent student club/society (if applicable)
Introduce any members attending and suggest attendees contact the club/society when they arrive in Cambridge – they should be at the Freshers Fair on 6 and 7 October and will be hosting their own welcome event for new students on ..., so do go along if you can.

### To get the most out of the evening
Meet each other and stay in contact afterwards.

Chat to the current students that are here.

Make sure you stay in touch with the University throughout your life.

### Finally
Enjoy your time at Cambridge. Work hard. Play hard. Don’t forget to get a degree!