

IE Alumni Clubs at a Glance

What do we expect from you?

As Club Presidents, we expect you to lead the club in achieving the goals and expectations set-forth together with the Global Alumni Relations Team and build a cohesive team amongst the board members and members of the club.

The complete description of the Board of Director's Role is included in the Clubs' Handbook that will be sent to you in the coming weeks.

Key dates overview

Month	Activity
January	IE Global Alumni Relations will request the Event Planning + budget allocation plan for the period March-August
February	Deadline to submit Event Planning + budget allocation Plan for the period March- August
July/August	Event Planning + budget allocation plan request or the period September-February
September	Deadline to submit Event Planning + budget allocation plan for the period September-February
June/October	Clubs Elections process

Volunteers

We strongly encourage Club Presidents to work with volunteers. All alumni are invited to collaborate with the student clubs by becoming Alumni Advisors or Volunteers. An Alumni Volunteer is a temporary position in the club, which allows an alumni to get involved in the organization of particular events, or other one-time collaborations that leverage their expertise and/or contacts.



Global Alumni Relations Support to Alumni Clubs

IE Global Alumni Relations team will provide Alumni Clubs with:

- The IE Alumni Club Handbook
- An alumni club presidents' tool kit
- A welcome Kit when a new club is created or a new board is elected
- A demographic profile of its local alumni population
- The tools and guidelines you'll need to integrate the IE identity into your print and electronic media, along with some handy templates and other key resources.
- A style guide that will be necessary to create press releases and other written texts that may be included in the different IE communication channels
- A range of products (merchandising) that can be given to speakers at events and activities organized by clubs (orders are placed once a year, in September, and will be directly based on the annual planning of club events)

Materials

Global Alumni Relations can provide each club with the following materials if requested:

- A demographic profile of its local alumni population.
- A series of visualizations that show the composition of your club or group's membership.
- The tools and guidelines you'll need to integrate the IE identity into your print and electronic media, along with some handy templates and other key resources.
- A style guide that will be necessary to create press releases and other written texts that may be included in the different IE communication channels
- A range of products that can be given to speakers at events and activities organized by clubs. Orders are placed once a year, in September, and will be directly based on the annual planning of club events.
- 2 Best Practices Manuals: Event Planning, Club Leaders and Volunteers.

Communications

IE Global Alumni Relations to inform alumni club presidents about:

1. Act as a connector between current students and Club Presidents:
 - Introduce them to newly enrolled candidates
 - Introduce them to recent graduates
2. Act as a main contact person for club:
 - Provide them with IE information and news in advance
 - Provide them with membership drives



Who will your main contacts be?

Here is a short description of who your main contact people are and in which way they can help you. Please do not hesitate to contact us any time you want, we're here to help you.

1. Global Alumni Relations Team

We will work closely with you and help you in everything related to the daily management of the Club. We will also give you support in event organization, Club Platform management and event communication. We will also set a calendar of periodic calls to brief you about the latest Alumni News.

- Email: alumni@ie.edu
- Main Tel. +34 915689621

2. International Office Team

The main purpose of the International Development Department is to establish a relationship with potential students and partner with companies in order to attract stakeholders whose interests match those of the educational service that IE offers.

- Europe: Munich, Paris, Milan, Lisbon, Moscow, Istanbul and London.
- North America: Los Angeles, New York and Miami.
- Latin America: Buenos Aires, Sao Paulo, Santiago de Chile, Bogotá, Quito, Mexico DF, Lima and Caracas.
- Asia Pacific: Sydney, Shanghai, Seoul, Mumbai, Tokyo and Singapore.
- Middle east & Africa: Jeddah, Dubai and Lagos.



Our colleagues from International Development always welcome collaboration from Alumni in the following ways:

- Share your IE experience with potential candidates
- Participate in admissions fairs
- Participate in Master Classes
- Conduct an admissions interview

Additional Information

Flagship events organized by Global Alumni Relations

IE Alumni Forum

The IE Alumni Forum is held annually in Madrid, gathering over 1,500 IE alumni from around the world. The conference provides a platform for alumni to network and participate in discussions structured around panels, workshops and conferences given



by key players from the corporate, start-up, institutional and academic worlds. Prior editions <http://alumniforum.ie.edu/>

IE Alumni Weekends

IE proudly presents the Alumni Weekends organized with great care to bring together our alumni worldwide, to reconnect, reminisce, learn and network in a vibrant setting.

Class Reunions

Class reunions are the perfect excuse to plan a trip to Madrid to catch up with your classmates, visit IE, and enjoy the city. Be back together in Madrid to celebrate and engage with the school. We always welcome collaboration in planning those.

<https://clubs.ie.edu/ieaglobalumr/class-reunions/>

Global Alumni Relations: Personal Progress, Human Success.

Find us at:

- Web: www.ie.edu/alumni
- Blog: ideas.ie.edu
- Email: alumni@ie.edu
- Facebook Page: www.facebook.com/IEAlumni
- Twitter Account: <http://twitter.com/IEAlumni>
- LinkedIn Group: IE Alumni – Official Group