# UQ Global Connections

## EVENT TOOLKIT

Global Connections is a social event series hosted by alumni for alumni in cities all over the world! Hosted three times a year, these events are your opportunity to meet UQ alumni in your area and expand your professional and social network.

Interested in becoming a Global Connection alumni host in your city? Contact us at **uqchangemakers@uq.edu.au** to find out more.

### 8 weeks before event

- ☐ The UQ alumni team will reach out to confirm your interest in hosting the next Global Connections event in your city.
- ☐ Start considering event details.
  **Top tip:** Choose a venue that's easily accessible via public transportation.

### 5 weeks before event

What you'll do:

- ☐ Book a venue.
- ☐ Confirm event date, time, and venue with the alumni team.
- ☐ Download the digital assets available to promote your event to your network via UQ ChangeMakers, LinkedIn, and your social media channels.
- ☐ Manage your event via Eventbrite.

What we'll do:

- ☐ Create an Eventbrite registration page.
- ☐ Add your event to the UQ website.
- ☐ Send invitations to UQ alumni in your region.

### One week before event

- ☐ Check the registration numbers on Eventbrite and keep your venue informed to adjust the number of attendees accordingly.

### On the day

- ☐ Download the RSVP list from Eventbrite.
- ☐ Print UQ signage from the toolkit.
- ☐ Arrive early at the venue to set up.
  Be sure to clearly display UQ signage so alumni can easily find you.
- ☐ Check in alumni and note any walk-ins.
- ☐ Take photos and share them on social media platforms.
  Be sure to tag @uqalumni.
- ☐ Have fun!

### After the event

- ☐ Share your attendee list with the UQ alumni team.
- ☐ Post your photos on the UQ ChangeMakers platform and tag us on socials @uqalumni.

### Promotional assets

To make planning your event easier, we have a suite of promotional assets, signage templates and other event collateral available online.

- EDM headers and email signature banners.
- Social posts and virtual stickers.
- Digital signage for venues.
- Printable signage, name tags and event collateral.
- And more...
  **Access the assets here.**

Please email **uqchangemakers@uq.edu.au** if you have questions about hosting your UQ Global Connections event.

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