



INFORMATION

SUPPORT OF AN INTERNATIONAL ALUMNI GROUP

This manual gives advice about how to keep your international alumni group alive and active in 10 steps. According to the country and preconditions, differences may occur.

<p>1. General Information</p>	<ul style="list-style-type: none"> • Target group = interested current and former students, staff, lecturers and visiting researchers of Heidelberg University • Main idea: The group is FOR the interested people in a specific country and is supposed to strengthen their relation among each other as well as to their Alma Mater. At the same time current (exchange) students from or to the country shall get in contact with the group and foster ties with the HAI network and the university as early as possible – what could be interesting for these two groups, what could be important for them? • Use HAI! <ul style="list-style-type: none"> – Easy communication between members – Fast and simple group organization – Easy organization & announcement of events as well as publication of photos <p>➔ https://alumniportal-heidelberg.de/</p>
<p>2. Improvement of the group's presentation in HAI!</p>	<ul style="list-style-type: none"> • Welcoming text: <ul style="list-style-type: none"> – Group's introduction: What is the group's core theme? – Aim: What should be achieved with this group? – What does the group offer? Services, advantages for the members? – Did you name the group's contact person? – Insert a link to the group's social media pages (if existing) • Welcoming picture: <ul style="list-style-type: none"> – Send us a picture that represents your country and with which your group members can easily identify (maybe it's even a picture from an photo contest?) – We'll upload it for you as a welcoming picture on your group's page in HAI!
<p>3. A full group page always looks good!</p>	<ul style="list-style-type: none"> • Use the pin board and "Forthcoming events" in HAI: Are there interesting newspaper articles, press releases of the university, information from your country, important announcements or the like? Post it!
<p>4. Keep eyes and ears open – announcing activities/events</p>	<ul style="list-style-type: none"> • Announce your activities/events in the HAI group <ul style="list-style-type: none"> – In the discussion forum, – On the pin board or – In "Forthcoming Events"

	<ul style="list-style-type: none"> • Announce information from the university / from Heidelberg (news, lectures, talks, exhibitions ...) with relevant connection to your country in the HAlnet group <ul style="list-style-type: none"> - In the discussion forum, - On the pin board or - In "Forthcoming events" • Announce activities taking place in your country, which could be interesting for your group members <ul style="list-style-type: none"> - In the discussion forum, - On the pin board or - In "Forthcoming Events" in your HAlnet group.
5. Organize activities/ events yourself	<ul style="list-style-type: none"> • Nationwide activities – 1-2 times a year to bring all members together; specific program for the participants • Regional activities – 3-4 times a year to keep in touch through regular meetings and to intensify the connection with the members; you're welcome to offer co-events = e.g. schedule a meeting after events that take place anyhow (cultural, scientific, academic, social... events)
6. Let HAlnet help you	<ul style="list-style-type: none"> • Don't waste your time with annoying mailing lists: Send a message to every group member via HAlnet – with just one click it's done. • For calendar postings (both, your own and external events) make use of the registration function!
7. Looking for headlines – use HAlnews or HAllife!	<ul style="list-style-type: none"> • You have exciting news from your group or are preparing a bigger activity/event? Talk to us! We are always looking for interesting news for our category "International Networks" in our publications.
8. Summaries – let others know how engaged your group is!	<ul style="list-style-type: none"> • Present your activities/events with pictures and short summaries in HAlnet!
9. Involve (exchange) students	<ul style="list-style-type: none"> • Students from your country are going to Heidelberg? They are your potential members! Include them in your group as early as possible and e.g. give advice for their time in HD – or profit after they return from their fresh experiences at Heidelberg University e.g. for representations at student fairs in your country • Students from Heidelberg are coming to your country? Involve them in local activities of your group, e.g. for an interesting evening with the topic "News & Updates from Heidelberg"
10. Encourage your own members!	<ul style="list-style-type: none"> • Your group only exists because of its members: Encourage your group members to actively engage in it and get involved – both, locally at activities and online in your HAlnet group!

We're happy to give advice and support you!

For questions please send us an e-mail to clubs@alumni.uni-heidelberg.de.

Support and ideas are also available online in the HAlnet group for group managers at <https://alumniportal-heidelberg.de/groups.aspx?q=64>.

CONTACT: Heidelberg Alumni International – clubs@alumni.uni-heidelberg.de