

GLOBAL NETWORKING NIGHT

JANUARY 13, 2014

ORGANIZER TIPS FOR EVENT REGISTRATION

Registration Follow-Up

Once you determine the venue for GNN and complete our [online registration survey](#), the HAA will begin to build your [unique event page](#). All site coordinators will have administrative access to their individual GNN registration pages, meaning that a “live” list of registrants will be visible, and you will be able to monitor whether your group is approaching the venue’s capacity limit. Event pages will go live by Monday, December 16, for those Clubs/SIGs that completed registration by December 11 and will be developed on a rolling basis thereafter.

Attendee Sign-In

Our event registration system, piloted for the June 2013 GNN, allows attendees to connect with other alumni via Facebook, LinkedIn, and Twitter if they so choose. In addition, all registrants have the option to post a photo and a tagline for themselves (for example, “innovator in international education” or “Assistant Director of Communications”). We hope that most attendees will choose to connect with other alumni in their area prior to January 13, perhaps thinking about which other alumni would be most interesting to network with. Further, the event registration platform makes it easy to follow up with other guests after the event—in this way, we hope that GNN will have impact far beyond one night of networking!

Nametags

Nametags are a simple but effective tool, and their use is encouraged. In the days prior to the event, nametags will be available on each unique GNN registration page for site coordinators to print at their convenience. Whether you create them ahead of time or have attendees create their own at the door, make sure you have ample supplies and model the information each tag should include—the participant’s name is mandatory, while School, class year, and company name are additional options. Post a volunteer at the door—to encourage all participants to create and/or wear a nametag, and to collect the tags from departing guests. Your attendees will appreciate not being sent out into the world with their names on their lapels, and the collected tags will help you track attendance. Consider the environment by recycling the tags after recording their information.

Capacity and Registration Deadlines

As site coordinators, you will have access to up-to-date registration totals for January’s GNN. The HAA will not set a formal registration deadline for GNN attendees. Instead, we will ask site coordinators to monitor their registration totals and capacity. Many Clubs and SIGs will likely continue to take registration through the event itself (including walk-ins). Please keep in mind that last-minute registrants may not be included in the nametags posted on the registration page for site coordinator access shortly before the event.



HARVARD

Alumni Association