One of the most enjoyable events you can run is to host an Imperial academic. We work hard to find out when academics are travelling abroad and put them in touch with you. We will generally try to give you as much notice as possible but sometimes we only find out at the last minute! If you don't feel you have the capacity to host an academic when we write to you, there is no pressure to take the offer.

Format

We try to be flexible in the format of the event, bearing in mind the academic’s availability and preferences. Some formats that work well are:

- **“Pint with a Prof”** – a relatively straightforward event where we would ask you to book a space in a bar/café/restaurant, and the academic would meet with you and other alumni to chat about their work. They can usually also give a brief update on some news from Imperial, but please remember that not all academics are up-to-date on developments across every part of the College. Imperial is a big place and things change all the time!

- **Lecture** – most academics are willing to deliver a short lecture on their work, followed by a Q&A session. Remember that Imperial academics are often at the top of their field, and presentations can sometimes be quite technical. We encourage academics to deliver a talk which includes a short update on the College, some accessible content, and some more technical content. We also will work with you to ensure that the marketing of the event is clear about the content of the presentation.

- **Master class/‘In conversation’ event/panel discussion, etc.** – academics are often happy to contribute to more complex events, but please note that this places more demands on their time to agree the format in advance. When we write to you to let you know that an academic will be visiting the area we will try to set out some of the formats that we consider they are comfortable with but we are also keen to try new approaches!

Logistics

Liaise with the Alumni Relations Office to arrange all of the logistics, and we will put you in touch with the academic once all of the details are worked out. We are building up this programme and some of our academics haven’t worked with alumni groups before, so we try to make the process as smooth as possible for both parties. Please refer to the event planning guidelines for more advice on organising the event and the time-scales normally involved.

Hosting

It is not normally necessary for alumni groups to arrange hotels, car hires etc. for academics, as those costs will usually be covered by the Alumni Relations Office.

If you would like to invite the academic for a meal or drink after the event, that is usually appreciated (time permitting) but is certainly not required – let the Alumni Relations team know your thoughts and we can work with you to establish the best approach.

Feedback

We always want to know how the event went – what worked, what didn’t, and what you’d do differently next time. Please remember to update us following each event (and ideally send us some photographs too!).

These guidelines are accurate September 2017. They will be regularly updated to reflect Imperial’s strategic priorities and the feedback of alumni.

These guidelines are part of a set of resources for alumni geographic group leaders. Access the full set at www.imperial.ac.uk/alumni/take-part/groups/regional-groups/