

How to organise an IAESTE Day event

- 1) What is the IAESTE Day?
- 2) When is the IAESTE Day?
- 3) What can we do to make the IAESTE Day successful?
- 4) What we can do in advance?
- 5) What should be done afterwards?
- 6) Where can we get some info/materials?
- 7) Who can we contact for help?

1) What is IAESTE Day?

The concept of the IAESTE-Day is to join the efforts of as many NCs/LCs worldwide as possible to create one global information and party event

Each year a theme is chosen to help you focus your IAESTE Day activity. The theme for 2011 is '**Alumni**' and is a great opportunity for you to base your event around gathering as many of your current and former IAESTE members together for the celebration of IAESTE.

All of our NCs/ LCs are able to organise events. Those events usually take place in rooms provided by the local university or college and are organised and carried out by the members of IAESTE. Any event a NC/LC can think of is more than welcome. The main goal remains to attract as many people in different positions as possible but at the same time considering the different resources of each NC/LC.

Main goals of the IAESTE Day:

- To maintain good relationships with your participating companies
- To build new relationships
- To highlight your successes and share the outcomes of your hard work with others
- To celebrate the global organisation that is IAESTE!
- To make use of IAESTE Day to raise new jobs and sponsorship

To promote the IAESTE Alumni Network

Some possible ideas in relation to the 2011 theme of 'Alumni':

Bring all current and former members together for a party

Bring all current and former members together for a dinner with the focus to discuss how IAESTE has changed over the years

A 'sharing stories' event where alumni can share their IAESTE success story. Could be round table or presentations, with drinks after

Organise a sports match between alumni and current members!

Find your most famous alumni and have them talk at your event

Hold a competition to see how many people you can get to sign up to the IAESTE Alumni Network

IAESTE Slovenia and Norway have recently held alumni events so why not contact them and ask them how they did it? Share ideas between countries!

2) When is the IAESTE Day?

Usually towards the end of October. This year (2011) it is Friday 21 October. If the chosen date is not suitable then a date one or two days either side is perfectly acceptable

Why this date?

Because most students are back at university, trainees are still around, companies are back from holidays and the most stressful time during the summer reception is over

The NCs/LCs can use it as an information event for students/companies

3) What can we do to make the IAESTE Day successful?

Use your enthusiasm and imagination!

Try to involve others members and friends to make a big event

Make a presentation about IAESTE (what is IAESTE and all advantages)

Ask trainees to present something from their traineeship (presentation should concentrate on earned experiences during the traineeship, technical as well as cultural)

Invite guest speakers – rector of the university, company representatives etc

Prepare a dinner – formal or food made by trainees, invited catering or even barbecue

Present foreign and local dance or music – it could be played in the background, like a show of national dance like belly dance, salsa or IAESTE dance

Organise a student led concert (or trainee) band

Organise some games and sports (It will help building bridges between the people who participate- depending on the audience)

Show photos of IAESTE trainees from different countries as a running presentation, in the background or an exhibition on the walls

Spread “Form O” to fill in by the employers (especially the new ones)

Organise workshops

Cooperate with Student Council or others student organisations

Present IAESTE Awards

Gala dinner for members or employers

Organise a competition among the LCs

Make a Company Fair

Involve other LCs or NCs

Anything you wish to make IAESTE Day a success!!!

The main goal is to show everyone what a great organisation IAESTE is!

4) What we can do in advance?

Each country should have a national coordinator (chosen by the National Secretary), who will stay in contact with international IAESTE Day coordinators. The National coordinator should also coordinate the IAESTE Day on the national level.

Information which has to be sent to IAESTE Day international coordinators is:

Name and contact details of national coordinator

Program/schedule

List of sponsors and patrons

Media exposure (in national language, to put on the IAESTE Day website)

Main concept and schedule (decide between formal and informal event and who will be the main target group, etc.);

Promotion of the event e.g.:

Media

Internet

Flyers

Invite guests and media

5) What should be done afterwards?

Collect pictures, films or any other records

Collect press/media releases

Fill out the evaluation sheet and send it to the international coordinators

6) Where can we get some info/materials?

From the IAESTE Day website www.iaesteday.com

The IAESTE Intra web www.iaeste.net (Files/SID.Marketing/I-day)

IAESTE Annual Review

National Coordinator

7) Who can we contact for help?

- National Coordinator
- IAESTE Day Team
- Others LCs with more experience with IAESTE Day

IAESTE Day, it`s easy!