



Step by step manual – Alumni Network Annual Meeting

1. Decide on a date and time and set up a link with information and a registration form online. Send this link to SI.
2. Contact the Swedish Embassy in your country to let them know that you plan to hold an annual meeting. Maybe they can host you?
3. Fill in the ‘Application form – Annual meeting’ and the ‘Bank Form’ in the toolkit. Write a rough budget to show how you will use the grant. Send everything to alumni@si.se and wait for approval.
4. Set up the agenda. Use the template ‘Agenda Annual Meeting’. Feel free to add more topics.
5. Think about if you would like to add something else to your event to make it more attractive. Maybe an inspirational speaker or cultural feature. If you add something, the budget might be increased after discussing this with SI.
6. Invite all members of your network by social media and email, at least three weeks before the meeting. Attach your ‘Agenda Annual Meeting’ to the invitation. If you are unsure that you have the contact information to all SI Alumni, SI can help you to send an email to all alumni in your region to insure inclusiveness. Just send the invitation text to alumni@si.se and we will help you with the send out.
7. Offer the participants to send in suggestions or discussion topics beforehand. It should also be possible to leave interest to be part of the board.
8. Arrange for food and drinks as well as book the venue.
9. After the meeting send in the list of participants and meeting notes (template in toolkit) to alumni@si.se as a complement to the certification application.