

Alumni Weekend 2014: Programming Submissions Instructions & Guidelines

Thank you for your interest in participating in UBC's Alumni Weekend! We look forward to working with you and colleagues across campus to make this year's event a dynamic showcase of the university and all it has to offer.

By submitting a programming submission, you agree to:

- Confirm and liaise with all participants/speakers
- Provide draft copy for the program description
- Participate in promotional efforts for Alumni Weekend 2014 (materials to be provided)
- Collect and share data and attendance counts with the Alumni Weekend team following the event

This year, we have moved the submission process online. Please follow the steps below to complete your programming submission.

1. Please visit www.alumni.ubc.ca/alumniweekend for access to the programming submission form.
2. Please use one form for each submission.
3. There is one form for all types of submissions, including University Fair.
4. We are looking to streamline the schedule for the day to line up in three different time blocks, and you will be prompted to choose timing preferences for sessions (except for University Fair). The schedule has been drafted to allow for few conflicts with the keynote activities, and to allow for some time for guests to enjoy lunch. The draft schedule for the day is:
 - 8:30-4:00 University Fair
 - 10:00-11:00 Morning Feature Keynote
 - 11:30-12:30 Programming Block
 - 12:00-4:00 Beer Garden
 - 1:15-2:15 Programming Block
 - 2:30-3:30 Programming Block
 - 4:00-5:30 Afternoon Feature Keynote
5. Submission deadline is Friday, January 31, 2014. Submissions will automatically be sent to alumni.weekend@ubc.ca and your CBA (campus-based alumni relations manager) where appropriate once you click the 'submit' button.

Submissions will be reviewed in early February, and programming will be confirmed mid-February.

(please turn the page for more information...)

Additional guidelines for educational sessions:

- We encourage you to consider interdisciplinary educational sessions.
- When considering your target audience, please identify alumni, young alumni, general audience, reunion group, etc.
- Please include details of confirmed speakers. If your speakers aren't yet confirmed, please outline next steps to confirm the speakers.
- We have asked you to provide information for a day-of contact with your submission.

Additional guidelines for University Fair:

- University Fair booths **must**: Be run by a group related to UBC (i.e. UBC department, faculty or unit, campus business); Be interactive (i.e. Dentistry tooth fairies handing out toothbrushes, cooking demo, art projects for kids, BMI & heart rate measurement)
- University Fair booths **cannot**: Have items for sale, including goods, food, alcohol or other beverages
- The following items **will be provided** for you at your booth: 8 x 8' Booth, Table with linen, Pipe and drape backdrop, Chairs, Access to Power, Coffee/tea and water during Fair times
- The following items **will not be provided** for you: Booth-specific materials for activities, Staffing (booths must be staffed for entire period by participating organizations), Meals, Storage for items

Need more information or have additional questions?
Please contact Liz King at liz.king@ubc.ca or 604-827-5084.