

INTERNATIONAL DELEGATE KIT



ESCP
BUSINESS SCHOOL
ALUMNI

**CONGRATULATIONS
ON YOUR
NOMINATION!**

As a delegate of ESCP graduates, you represent our values, our brand and our community. This International Delegate's Kit is a practical guide to help you accomplish your mission.

Don't hesitate to contact us directly if you need more information.

Contact info:

plebas@escpalumni.org

+44 20 7443 8838

THE NETWORK IN A FEW FIGURES



65 000

members in the world

210

International Delegates

764 Delegates worldwide

168

Groups :

73 International Groups

38 Professional Groups

28 Business Groups

15 Groups by French regions

14 Socio-cultural Groups

THE SOCIAL NETWORKS

More than 25 500 members on LinkedIn
3 700 on Facebook
2 600 on Twitter

THE ASSOCIATION

Founded in 1872, the ESCP Alumni Association has for ambition to be a model of professional and fraternal social network.

ITS MISSIONS:

- be a career booster for the alumni
- foster the brand's influence
- create links between the alumni

ITS ADMINISTRATION COUNCIL

It decides the orientations and strategic approach implemented by the committees and the general delegation.

Composed by 21 members (elected for a 3-years mandate renewable), it reunites ones every two months.

ITS BOARD MEMBERS



President:

Stéphane DISTINGUIN (97)



President Delegate:

Valérie STEIMLE (2005)



Vice President :

Eric de MONTGOLFIER (88)



General Secretary:

Eva ROGOW (EMBA 18)



Treasurer:

Florence LOUPPE (01)

ITS 3 COMMITTEES

created by the Board to help the Association in the study of the questions which are put upon it or to assure the execution of its decisions.

CAREER

Co-chairmen:

Maxence BOUBEE (BSc 20)



Sylvain DORGET (2001)



COMMUNICATION

Co-chairmen:

Sophie BELVAL (MEB 01)



Brieux FEROT (2004)



NETWORK

Co-chairmen:

Nada NADIF (EMSH 2015)



Clarence NAHAN (09)



ITS GENERAL DELEGATION

General Delegate

Eva MOLLAT DU JOURDIN
(MSC 98)



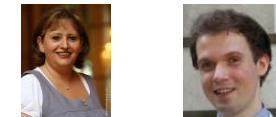
Communication & Network

Manager: Linda WAKAM
Com: Romain DOUCENDE
Network: Laura PAPAIZAN



Administration

Manager: Murielle MAZZETTI
Coordinator: Florian CORREARD



Career

Manager: Valérie WITZ (85)
Coordinator: Christine VILLARD
Coordinator: Catherine MINGUY



International Relations & Network Development

Patricia LEBAS
Based of the London Campus



YOUR MISSIONS AS A DELEGATE

CONDUITE CODE

Adopt the « best practices »:

- Be updated in your membership fee
- Update your contact details and picture on the website
- Promote the key services of the Association
- Identify and to coach your successor

ANIMATION

- Organise at least one event by year with your group (**Please note that delegates will resign if they no longer participate in the animation of their Group for 2 years**)
- Set up different tariff between contributing members and non-contributing members
- Assure the financial balance of each event
- Easier the update of the members' contact details in the database
- Communicate on the School's & Association's events with the members of your group

COMMUNICATION

- Be active on social networks by sharing your events & news linked to the thematics of your group
- Share the « best practices » with the members of your Group.

REPRESENTATION

Several annual events:

- **The Delegates' Celebration** - a convivial meeting between delegates in Paris, presentation of the Delegates' Awards, election of the preferred list of candidates for the Board of Directors (then presented to the GA for a vote)
- **The Alumnights Online** - an opportunity to raise awareness of your Group and your actions among the community

WHY TO BECOME A CONTRIBUTING MEMBER?



Join to benefit from the Association's services

Access the Association's services and network of 65 000 members.

Access the Career services: coaching, simulation of job interviews in 5 languages, workshops, conferences... and in addition you have access to more than 30 000 job offers & a Curriculum Vitae database (via www.wats4u.com).

Discount on the workshops & event prices managed directly by the Association and as well on Partners' offers.

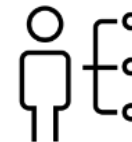


Join by solidarity

Support the action of the network team and of the 700 Delegates who animate and manage more than 250 events each year.

Make our values, brand and community live and shine.

Allow the Association's operation to help those who need it today.



Useful links

Link to the membership: [here](#)

Our social networks:

- [LinkedIn](#)
- [Facebook](#)
- [Twitter](#)

Our website:

www.escpalumni.org

The School's website:

www.escp.eu

The Foundation website:

www.fondation.esceproue.eu

For our fellow alumni unemployed, a 50% contribution can be offered (with a written proof)

WHAT TYPE OF EVENTS SHOULD ONE ORGANISE ?

PROFESSIONAL GROUPS

Be the privileged network contact on your thematic.

- Conference on a subject of expertise
- Prestigious event
- Informal cocktails
- Breakfasts

Welcome the new participants and exchange with the new Delegates.

Help people in professional transition (contacts, advice...)

BUSINESS GROUPS

Hold the role of a brand ambassadorial in your company and encourage human resources to participate at the School's Business Forum, share job offers with the Associations, sponsor events.

Identify the Alumni working in the company and be known by them.

- Internal meeting drinks or lunches.
- Present the company to the students.

CLASS DELEGATES

Communicate on the Association's news within your promotion.

Organise the key anniversaries of your class: + 5 yers, + 10 years, + 15 years...

INTERNATIONAL GROUPS

Welcome the new members and open your own network to them.

- Convivial drinks or lunch networking
- Conferences
- Visits of local businesses, historical or touristic sites...

SOCIO-CULTURAL GROUPS

Be the privileged network contact on your thematic

- Visits of exhibitions, museums, touristic sites...
- Informal afterworks

MANAGING AN EVENT, WHO DOES WHAT?

BEFORE YOU START

Steps	Timing	Delegates	General delegation	What to do?
Define the event	2 months before	X		Define the format: breakfast, conference, cocktail, aferwork... Choose a date: besides school holidays and 6 weeks before- Find a place: a restaurant, a bar, a company, the School... Costs: we ask for a preferential tariff for contributing members (be careful to take into account all costs of the event, in order to balance your budget!)
Thematics & speakers	2 months before	X		Depending on the format choosen, you have to elaborate the content of your event. You can find speakers to invite in the Directory.



MANAGING AN EVENT, WHO DOES WHAT?

LOGISTICS

Steps	Timing	Delegates	General delegation	What to do?
Financing the event	1 month before	X	X	<p><u>The Association may:</u></p> <ul style="list-style-type: none"> - Validate and sign suppliers' quotes (be careful to request them in the name of the Association) - Pay advance payments (subject to cash flow at the event) and pay post-event invoices <p><u>The delegate can:</u></p> <ul style="list-style-type: none"> - Validate and sign quotes in his/her name (and send them to us for information) - Pay expenses on invoices in his/her name (and send them to the Association for reimbursement / Be careful about the financial balance of the event!)
Communication	1 month before	X	X	<p>On the website: either via the Association by sending your elements by e-mail (presentation text, date, place, price and a visual) or via the delegated toolbox.</p> <p>Distribution of mailings: sent by the Association from our toolbox, 3 mailings/event, rate determined according to the schedule held by the Association.</p> <p>Please note that the Association only sends mailings about events organised by its delegates and for their group.</p> <p>Social networks: we encourage you to broadcast your event on the LinkedIn group or on Twitter.</p> <p>Moreover, twice a month, the LinkedIn ESCP Alumni page promotes 2 events in the form of a video (before or after).</p>



MANAGING AN EVENT, WHO DOES WHAT?

THE DAY OF THE EVENT

Steps	Timing	Delegates	General delegation	What to do?
The event	<i>The day of the event</i>	X	X	What you must have with you: the list of the participants and the networking list to share with the participants. Don't forget to take pictures!
Financial balance	<i>Post event</i>	X	X	Don't forget to give us all the invoices you paid to get your refund. The financial balance will be made by the Association after reception of the invoices.
Report	<i>Post event</i>	X	X	You can write an article for our magazine (2500 typographic signs including spaces with pictures). Social networks: share your pictures on the LinkedIn group.

Don't hesitate to contact Patricia Lebas for more information – plebas@escpalumni.org – +44 20 7443 8838

WHAT'S THE PURPOSE OF THE ASSOCIATION?

The Association helps you during your event organisation:

- Emailing invitation sent according to a schedule
 - Follow-up your events: registrations, communications...
 - Find caterers for your cocktails, quote management
 - Make deposit payments (providers...) and invoice payments after the event
 - Budget of the event
-

What are the financial sources for your events?

- Creation of a solidarity fund to balance events' deficit
- Additional funds for events dedicated to our Delegates: Delegates' Night & Delegates' College
- Financial support for the Association administrative costs (website maintenance, postal costs...)

**THANK
YOU!**

We hope these tools will be useful to you in your mission.

We count on you to become the ambassador of our values, to animate your community and to incite its members to subscribe and update their details.

We thank you for your commitment to us, your energy and involvement.

The general delegation is here to facilitate your work.

See you soon in the network!