Outline of Geography Alumni Event

**5. 00 Welcome and Refreshments**

We will begin with refreshments at 5 pm to allow everyone to arrive and settle in.

**5.15 Introductions**

I will begin the evening by inviting each of you in turn as our alumni guests to give briefly introduce yourselves, summarising what they studied, what you are currently doing, and some of the steps you have taken in your career so far that have led to your current situation. For this section we really just need a brief 2 minutes overview per person, so that we can go on to learn about your experience through questions from the floor and from myself or Maia - so that we can involve the students more

in the evening by them asking their own questions.

**5.45 approximately - Panel Q&A**

We expect to have 5 guests in total, so after everyone has introduced themselves in the previous section, I would like to get some discussion going by asking a few themed questions to get everyone sharing their perspective and experience (where you would like to share something).

To give you an idea of what to expect, this could be on subjects such as:  
- what has helped you most to develop your career?  
- what was the best advice you have received that has made a difference to you?  
- how did work experience / any previous roles or voluntary experience help you?  
- what have learnt along the way in your working life that has been most valuable to how you operate today in your career?  
- what would you would tell your younger self that you wished you knew sooner (is there anything you would do differently or start doing sooner e.g. while at university?).

We are also going to give students the opportunity to ask some of their own questions of the panel and will encourage a few questions that all the guests may want to answer.

**6.10** I will give a brief talk about our support to students and graduates, and reminder of some tips on effective networking (5 minutes)

**6.15 Break into networking -**

part 1 - This will be more structured; initially we will facilitate some moving around so that students can meet you all for speed networking (we will rotate you all as alumni around the room to have short conversations at 2-3 tables (spending 3-4 minutes at each table) with some students so that they can ask questions and talk about what interests them most). (15 minutes overall)

part 2- time for any further informal networking that is unstructured time for final conversations to happen naturally.

We envision the evening drawing to an end after conversations wrap up, probably by 6.45 but no later than 7.00 pm.