



# ONLINE ALUMNI REUNION GUIDE

The ultimate guide to planning an **online** reunion

**Forever King's**

Your global alumni community

King's alumni office | [reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk) | [kcl.ac.uk/alumni](https://kcl.ac.uk/alumni)

*Reunions*

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## THE ALUMNI OFFICE

Welcome to the King's College London Online Alumni Reunion Guide. It is wonderful to hear that you are looking to organise an online reunion and get in touch with former classmates and friends.

This guide will take you through the journey of planning an online reunion, from getting in touch with old friends to the online reunion and what to do after the event.

How the Alumni Office can help you:

- ❖ We can provide you with inspiration based on past online reunions.
- ❖ We email your classmates on your behalf to inform them of your reunion.
- ❖ We will set up an online Zoom reunion for you, providing the registration link for your classmates.
- ❖ If you would require a host or “chair” for your reunion, a member of the Alumni team would be happy to join in your reunion to give a short introduction or to support throughout.
- ❖ Follow up – We would love to share your reunion story.

Every reunion is different, and there may be some of the above steps that you don't feel are necessary. The King's Alumni Office will be able to support your reunion planning no matter what form it takes, and we are always happy to hear if you'd like to do something a bit differently.

The King's alumni community love seeing reunions take place, and it's often from seeing pictures and stories that alumni are inspired to plan their own.

So, what are you waiting for?

Contact us on...



[reunions@kcl.ac.uk](mailto:reunions@kcl.ac.uk)



+44 (0)20 7848 3053



Virginia Woolf Building,  
King's College London,  
22 Kingsway, WC2B 6LE

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## ORGANISING YOUR REUNION

Follow these 3 quick and easy steps to plan your reunion:

### 1. Let your classmates know

Please fill in this [online reunion request form](#). Provide us with the date and time you would like to hold your online reunion, who you would like to get in touch with and the message you would like to send them.

The Alumni Office will send out email invitations with your message to your classmates, asking them to get in touch with you. (Please note that while we aim to be as speedy as possible, it can take up to six weeks for us to send invites for your reunion.)\*

### 2. Collaborate with the Alumni team to plan your online event

A member of the Alumni team will be in touch to provide you with a registration link for your Zoom reunion, to plan the online reunion for you and agree on the structure.

### 3. Advertise your reunion

After completing the online reunion request form, the Alumni Office will advertise your reunion on our [website](#) as well as reviewing advertisement on other channels you request.

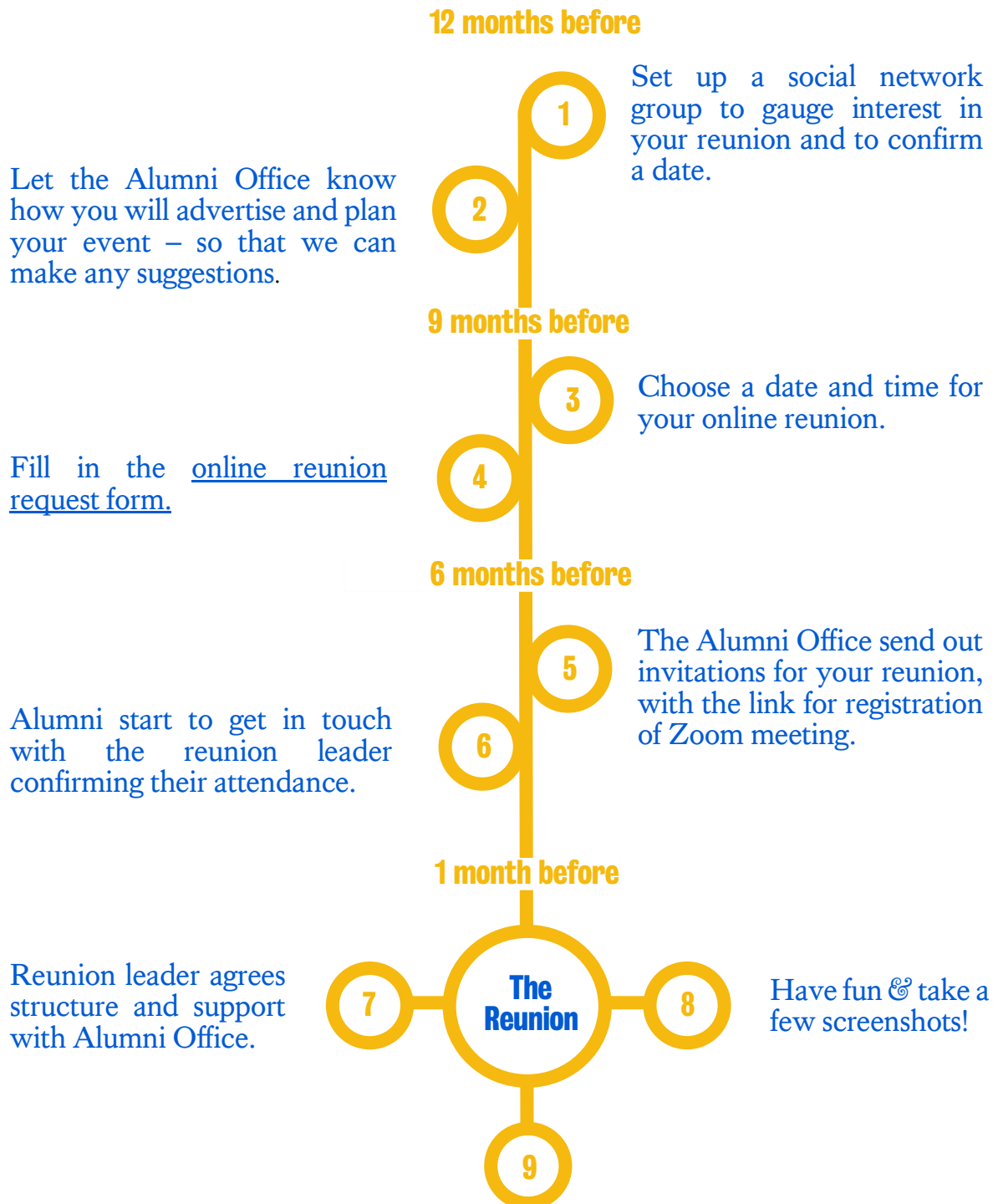
In addition to this, a fantastic way to promote your event with your classmates is through social media networks.

[King's Connect](#) – our online networking platform is a great way to create groups and keep in touch with others. Our [LinkedIn](#) and [Facebook](#) groups are also useful to spread word of your reunion.

*\*In compliance with Data Protection legislation please note that our ability to put you in touch with your classmates is dependent on the availability of sufficient information on our database.*

## SUGGESTED REUNION TIMELINE

Please note that this timeline is a suggested timeline for the planning of your reunion, great reunions can still be planned within a shorter time frame!



After the reunion, get in touch with the Alumni Office to share the attendance forms, your photos and write-up of the event.