

German Institute of Science and Technology - TUM Asia Pte Ltd
ABN-B2a-08, Academic Building North, Nanyang Technological University (NTU), 61 Nanyang Drive, Singapore
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17 June 2026

SET UP YOUR ALUMNI MEETUPS

1. Planning

Happens ~6 - 8 weeks before the event

There are 3 key factors that you would need to define when setting up your alumni meetups.

- **Target Audience**
Who are your target audience?
Examples include: general alumni, programme-specific alumni, industry partners, recently-graduated, homecoming, leadership-level, etc.
- **Event Format**
What format will your meetup adopt?
Examples include: networking, leisure, panel speaker(s), company visit, etc.
- **Strategic Objective**
What is the main objective behind your meetup?
Examples include: community building, partnership visibility, industry collaboration, recruitment, engagement, etc.

Additionally, you would need to conduct a preliminary check of the budget involved for your event and speaker(s)/location(s) availability, if applicable.

2. Submission to Office of Alumni Community (OAC)

Happens at least 21 working days before the event

Prior to submitting your alumni meetup details to OAC, please ensure that the following details are finalised:

- Event Title
- Date and Time
- Location (full address)
- Format and Objective
- Target Audience
- A short event description (2 - 3 sentences)

With the finalised details, OAC will proceed to assign an advisor from the TUM Alumni Chapter Singapore to support your planning process. The advisor will provide guidance to ensure your meetups align with their objectives. Additionally, hosting of registrations, event reminders, and management of invitations will be handled by OAC.

Office of Alumni Community

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3. Registration and Publicity

Managed by OAC

OAC will promote your meetups through channels managed by TUM Asia such social media platforms, email marketing platforms, etc. We'd also strongly encourage our alumni to be involved in promoting their meetups to their connections by sharing our communication materials when it gets published online. Additionally, registrations will be hosted and managed by OAC. Finalised registration numbers will be given to you 5 working days prior to the event.

4. Event Execution

To ensure synergy across the various meetups created by you and other alumni, please ensure that these sections are included in your event:

- Create awareness of TUM Alumni Network and its objectives
- Briefly share about TUM's regional community context (e.g., presence across Asia)
- Encourage networking opportunities and exchange of contact details, if applicable
- Ensure attendance list is prepared and photos are taken during the event in both portrait and landscape format

5. Post-event Deliverables

Ensure that materials are given no later than 2 days after the event

Please provide OAC with the following details post-event:

- Final participant list with mandatory fields: 1) Name, 2) Date-of-Birth, 3) TUM ID, 4) E-mail
- At least 1 high-quality photo with good lighting and suitable for social media and website platforms
- A short event summary (no more than 200 words), including:
 - Number of participants
 - Event highlights
 - Special quests or speakers
 - Overall atmosphere and feedback

6. Post-event Follow-up

As part of OAC's commitment in working alongside our alumni, we will conduct thank-you communications to participants, enquire on strategic follow-up activities arising from your event to plan for your next meet, while ensuring that your network is being communicated on TUM Asia's social media platforms for visibility.