

## Wharton MBA Reunion Weekend

### Reunion Committee or Class-Planned Social Events during Reunion Weekend

- Committee or Class-planned social events will be posted/promoted on the Class Pages on the Reunion site. All details need to be submitted no later than 30 days prior to MBA Reunion weekend. *Please note that details received after this date cannot be added to the class pages on the Reunion website.*
- Campus venues and spaces will be unavailable for committee/class-planned social events during Reunion Weekend.
- All social events with food & beverage should plan to use an off-campus venue.
- However, if space is needed for small group meetings (that do not require food & beverage) during the Reunion, please reach out to your Wharton Liaisons, and every attempt will be made to accommodate the request. Please note that Wharton requests at least 30 days' lead-time to secure space for a small group meeting.
- **School policy states that Wharton cannot collect registration money or secure venues for class-planned social events. As such, registration for these events cannot be included on the Reunion schedule.** The recommended method of collecting RSVPs is Wufoo, Paperless Post, Eventbrite, or your preferred platform.
- Events held off campus cannot be supported by Wharton Special Events. Class specific events may not overlap with official School-hosted events and programs during MBA Reunion Weekend. Wharton policy states that any activity that takes place at the same time as official School programming cannot be promoted on the Reunion website or Class Pages.

## Reunion Committee or Class-Planned Programming during Reunion Weekend

- Wharton will provide a designated timeslot on the Saturday of MBA Reunion weekend during which the class can host their class-planned educational programs for their fellow classmates.
- Wharton will provide a classroom on campus plus basic technology (screen/pointer).
- Wharton Events & IT will provide support for the event.
- Wharton will promote class educational programs within the full Reunion Weekend schedule on the Reunion website and any printed materials that include the Reunion Schedule.
- **The class program information (session title, description, and all speaker information) must be submitted 30 days prior to MBA Reunion Weekend. Speaker information includes speaker names, titles, biographies, and headshots.**
- Alumni planning to speak during their class program will be submitted to the Dean's Office Approval process before being added to the Reunion Website. If the session is being recorded, each speaker will be asked to sign a Speaker Release form. This form states that the speaker knows they are being recorded and approves.
- It is not permitted for Alumni to ask faculty to participate in class-driven programming during MBA Reunion Weekend (Friday-Saturday). The Wharton School and the University of Pennsylvania may be asking any number of faculty to participate in various activities and events throughout Alumni Weekend and Commencement and do not want them to receive conflicting invitations from alumni volunteers over this period.
- If you would like a Wharton faculty member to participate in a class-driven event any other time of year, the invite should be sent from the alumni volunteer to their Wharton Liaison, at which point the faculty request will be vetted through the External Affairs team. This is standard policy of the Dean's Office as faculty speaking engagements are to be approved prior to outreach.