

## Wharton MBA Reunion Weekend

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

*Wharton's Alumni Relations Team encourages and supports Reunion Class efforts to bring their friends and classmates together for social events that help reconnect alumni and share personal and professional experiences since their last reunion. Below are guidelines for planning and executing Class-Specific 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 must be submitted no later than 30 days before MBA Reunion Weekend.
- All social events with food & beverage should plan to use an off-campus venue.
- Off-campus events cannot be financially supported by Wharton External Affairs and may not overlap with official School-hosted events and programs during MBA Reunion Weekend.
- If space is needed for small group gatherings (that do not require food & beverage) during the Reunion, please reach out to your Wharton Alumni Class Liaisons, and every attempt will be made to accommodate the request. Please note that Wharton requests at least a 30-day lead-time to secure space.
- University policy prohibits staff from entering into venue contracts and collecting registration money for class-planned social events. Committees can collect RSVPs and payments via Eventbrite or other preferred platform.

### **Committee or Class-Planned *Educational and Professional Programming* during Reunion Weekend**

*Wharton's Alumni Relations Team encourages and supports Reunion Class efforts to provide valuable educational and professional programming for their class during Reunion Weekend. Below are guidelines for planning and executing Class-Planned programming.*

- Wharton will provide a designated timeslot during MBA Reunion Weekend for class-planned educational programs for their fellow classmates.
- Wharton will provide a classroom on campus plus basic instructional technology.
- Wharton Events & IT will provide support for the event.
- Wharton will promote class educational programs 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 before 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 Speaker Approval process before being added to the Reunion Website.
- Consult your Wharton Alumni Class liaison if alumni would like to invite 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.