

## Class leadership – Guide & resources

### Information for class leaders

- Your main address of contact: [alumni@graduateinstitute.ch](mailto:alumni@graduateinstitute.ch)
- You can ask the Alumni Office for an updated list of your class anytime. Make sure to share all updates (new email address, location change...) of which you are aware.
- Access the main page of the class leaders [here](#)

### Annual newsletter to your class

- Sending an email once every year to your class is an excellent way to keep in touch: share memories, send pictures and important information.
- Please use the blind copy option when emailing them. Also, copy the Alumni Office, so we know what you are up to.

### Information and resource to share

- Main page of the alumni community is <https://graduateinstitute.ch/alumni>
- The Directory, best way to find your classmates is accessible [here](#)
- **Update your information** to keep receiving the information from the network [here](#)
- Access many exclusive job offers [here](#). Password is **JobsIHEID2019**

### Organizing an anniversary

- We strongly encourage you to gather your class for **important anniversaries** (5, 10, 20, 25, 30, 40 years and so on). Contact your friends and come celebrate in Geneva!
- A good idea is to seize the opportunity of the Alumni Reunion to book one or more table and/or potentially to organize a get-together or social event just for your class.
- We can help you coordinate should you want to organize a specific event during this weekend.