

**OTAGO MEDICAL SCHOOL ALUMNUS ASSOCIATION INC
&
UNIVERSITY OF OTAGO DEVELOPMENT & ALUMNI RELATIONS OFFICE**

ORGANISING A MEDICAL CLASS REUNION

For Mailouts and Name Tags:

Ms Lizzy Lukeman Development & Alumni Relations Office University of Otago P O Box 56, DUNEDIN Phone: (03) 4798487 Email: lizzy.lukeman@otago.ac.nz	Ms Louise Lawrence Development & Alumni Relations Office University of Otago P O Box 56, DUNEDIN Phone: (03) 479 6521 Email: louise.lawrence@otago.ac.nz
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After completing the **Alumni Database Information Request Form – Reunions** (page 5) the Office can help you reach your former classmates by mailing (at no charge) the reunion / registration material. Your fellow classmates can then get in touch with you directly and give their contact details when they register - our Privacy Policy is not to release addresses to a reunion organiser without permission from the person/people concerned.

In terms of the Privacy Act, the University of Otago is unable to provide information regarding contact details it may hold on alumni. We suggest where anyone becomes aware that a graduate of this University may not be on our current contact database that they get that graduate to contact the Office direct.

Closer to the date of the reunion the Office is able to provide name tags of those who will be attending.

NB: The Office will assist by mailing your reunion information but please ensure that you limit the size (and weight) of the reunion/registration material to a standard DLE envelope.

For Original Class Lists, Photographs and Memorabilia:

Please contact:

Mrs Shirley Skinner

Otago Medical School Alumnus Association Inc

P O Box 913,

DUNEDIN

Email: medical.alumni@otago.ac.nz

Website: <http://medicalalumni.otago.ac.nz/>

STEPS TO TAKE

You may wish to form a committee and organise the class reunion yourselves. In doing this you will need to ensure you follow the steps outlined below, especially if the reunion is to be held in Dunedin. If you are employing a conference organiser for a Dunedin reunion, then they will also need to follow the steps below, therefore please ensure they have a copy of this outline:

- *It is advisable to obtain original class lists from your graduating year and the one that follows, to ensure you have all colleagues, including those who may have taken a year out, but who would still be considered part of your class. Please contact Mrs Shirley Skinner, Faculty of Medicine, P O Box 913 Dunedin, Phone: 03 479 7420.*

SECURITY ARRANGEMENTS

The University now has a stricter building access policy than when you were a student. As well as security considerations, there are now legal issues of safety liability, environmental risk and restricted access to most research and/or laboratory areas. As a consequence of this, you **must** make formal and specific arrangements for access, even if you believe you know your way around the buildings, or one of your reunion attendees is on the Medical School staff. Therefore, please ensure **SECURITY ARRANGEMENTS** have been made, in writing, by:

- Faxing details to: Security Services (03) 479 5002, contact phone (24 hours a day) is 479 5000 or 479 5001.
- Arrangements must be completed with Security at least 3 weeks in advance. **All arrangements must be made through SECURITY.**
- The fax should include the following plans:
 - Details of dates, times and venues for all activities being held in the University of Otago, Medical School and Dunedin Hospital, including start and finish times of all activities to ensure doors will be opened and closed at appropriate times.
 - Indicate which doors you require to be disarmed by Security and what times they are to be locked again.
 - Make sure you have your own contact details on this fax, together with contact details **during the time of the reunion.**
 - i.e. who will be staying at the entrance door (name and contact details), to ensure only people from your reunion enter or leave the building;
 - Morning and afternoon teas may be arranged through **Dunedin Hospital, Phone: 474 0999, Extension 8794**
 - Group photographs may be taken outside the Scott and/or Lindo Ferguson Buildings. You should ensure an alternative venue is available in case of inclement weather. You need to obtain parking meter covers from the Dunedin City Council to ensure no cars are parked outside Scott or Lindo Ferguson Building during the photo session. This will be an additional cost. We highly recommend you follow this advice.

- Memorabilia are available through the Otago Medical School Alumnus Association e.g. men's Medical School ties, which are readily available at a cost of \$25 each, and men's tie or lapel pins/women's brooch at a cost of \$15 each. Please contact Shirley Skinner on 03 479 7420.
- Any and all room usage in the Medical School and Dunedin Hospital including lecture theatres must be booked through **Mrs Shirley Skinner**, phone (03) 479 7420 / shirley.skinner@otago.ac.nz. If you require the assistance of a technician in the lecture theatres, please contact **Mr Michael Tanner**, Phone: 479 7086. This will be an additional cost.

All of the above arrangements are YOUR responsibility and not that of the Medical School, so please follow the guidelines, particularly on security, as set out above.

CLASS PRIZE / SCHOLARSHIP

Finally, your class may like to mark its anniversary by instituting a prize or scholarship to be presented to an Otago medical student. The generosity of alumni can play a critical role in continuing Otago's tradition of excellence in education, research and community service. There are a number of options available and if you would like further information / advice please contact Mrs Jude McCracken, Development & Alumni Relations Office (03-4795246).

FINALLY

You may like to consider producing a Class Reunion Profile Book where classmates provide a short biography on their lives after graduation. A template is provided on page 7

And at the end of your Class Reunion, we would be delighted to receive a brief report together with a class photograph for placing on our website:

<http://healthsci.otago.ac.nz/division/medicalalumni> . Please send this to: Otago Medical School Alumnus Association. P O Box 913, Dunedin medical.alumni@otago.ac.nz

Good luck with your plans, and please do not hesitate to contact us if we can be of any further assistance.

Best wishes,

Ellen Hendry & Shirley Skinner
Otago Medical School Alumnus Association
University of Otago

Lizzy Lukeman & Louise Lawrence
Development & Alumni Relations Office
University of Otago

Timetable from a Dunedin class reunion

- Friday Night: Registration/Cocktail Evening in the Staff Club, University of Otago.
- Saturday Morning: Morning Tea in Hospital Foyer
Class Photo taken outside the Scott Building
- Tour of John Borrie History Hall in Dunedin Hospital
- Presentations by colleagues in the Barnett Lecture Theatre, Dunedin Hospital. These could be either light hearted or serious or whatever you choose.
- Lunch at the Dunedin Hospital or University Staff Club
- The afternoon is often free to have a tour of the city and its environs (by double decker bus), or alternatively you could continue for another couple of hours with some more presentations.
- In the evening, the formal dinner is usually held at Larnach Castle or any other restaurant in town. You could arrange a guest speaker and a band. Your guest speaker could be an old teacher from when you were at Medical School!
- The Sunday could see more presentations or whatever you choose.

Timetable from a class reunion held OUTSIDE Dunedin

Sunday

5 pm (or earlier)
6 pm

Registration at the Ancient Marine Hotel, Picton
Welcome and 'get together' in the Perano Room
Casual dining with "Foodstalls" and wine
Roll call and Programme Review

Monday

9 am
10.15 am
11 am

4.30 pm
Evening

Talks
Class Photograph and morning tea
Wine Trail and Marlborough Sights with De Luxe Travel
Lunch at Gillan Wines
Return
Own arrangements – options could include Marlborough Terranean (Picton), Hotel d'Urville (Blenheim) or the Mussel Boys (Havelock)!

Tuesday

9 am
10.15 am
11 am

2.45 pm
4.30 pm
7 for 7.30 pm

Talks
Morning Tea
Beachcomber Fun Cruise on Queen Charlotte Sound to Torea Bay with lunch at the Portage Resort Hotel on Kenepuru Sound. This also provides an option to try some of the Queen Charlotte Sound Walkway, a scenic track ranging from seashore to 400m.
Return by "Round the Bays cruise"
Arrival in Picton
Reunion Class Dinner, Edwin Fox Restaurant, Ancient Mariner Hotel



ALUMNI DATABASE INFORMATION REQUEST FORM Reunion

Please complete each section of this form before returning it to the Alumni Database Manager, Development & Alumni Relations Office, 103 St David Street.

NAME: _____

YEAR / DEGREE: _____

POSITION / ORGANISATION: _____

PHONE: _____ FAX: _____ E-MAIL: _____

1. SEARCH REQUIRED – Who do you wish to communicate with?

Please specify what search is required providing as much detail as possible, such as, degree type and year of graduation. For example, “Medical graduates with a Class year of 1965 and 1966”. (Please note that the year of graduation can be the year following the final year of study.)

**** We do not release contact details but will send out the reunion notice on your behalf ****

2. CERTIFICATION

I certify that I request the above information for the following purpose(s):

PLEASE NOTE: Because of Privacy Act requirements all information is provided to you subject to your agreement to use the information in accordance with your specified purpose (above). The information must be protected by adequate security safeguards and must not be released to or used for the benefit of, under any circumstances, a third party. The information should be destroyed after it has been used for its intended purpose.

Signature: _____ Date: _____



Reunion Profile

Surname:

First Name:

Name at Graduation:

Years at Otago:

Course(s) Taken:

Career and Personal Highlights:

Special Memories / Stories of Otago:

And Now.....