



## The Reunion Guide

## Table of Contents

<b>1. WELCOME FROM THE DEVELOPMENT &amp; ALUMNI RELATIONS OFFICE.....</b>	<b>3</b>
<b>2. GETTING STARTED .....</b>	<b>4</b>
2.1 Contact the Development & Alumni Relations Office .....	4
2.2 Choose a date .....	4
2.3 Consider opening a bank account .....	4
<b>3. HOW THE OFFICE CAN ASSIST TO ORGANISE YOUR REUNION.....</b>	<b>5</b>
3.1 Class lists .....	5
3.2 Making contact with your fellow alumni & sending invitations .....	5
3.3 Finding 'lost' alumni.....	5
3.4 Publicising your reunion.....	6
3.5 Venues for seminars or meetings .....	6
3.6 Venues for reunion dinners .....	6
3.7 Accommodation.....	7
3.8 Welcome Packs.....	8
3.9 Name tags.....	8
3.10 Photographer.....	8
<b>4. AFTER YOUR REUNION .....</b>	<b>9</b>
4.1 Reunion Report.....	9
4.2 Keeping in touch with classmates.....	9
4.3 Class Prize / Scholarship.....	9
<b>5. APPENDICES .....</b>	<b>10</b>
5.1 Medical Class Reunion Information .....	10
5.2 Sample Invitation Letter.....	11
5.3 Database Request Form .....	12

## 1. WELCOME FROM THE DEVELOPMENT & ALUMNI RELATIONS OFFICE

Welcome and thank you for involving us in your reunion plans.

The Development & Alumni Relations Office encourages and assists alumni to maintain connections with each other and the University. We have produced this booklet to aid you in preparing for your reunion. Within this guide you will find step-by-step help and advice on organising a successful reunion.

There are a number of ways the Office can assist you with your reunion, so please do not hesitate to contact us. We always welcome your questions and feedback regarding any reunion or alumni matter.

We look forward to hearing from you soon.

*Good luck, and enjoy planning your celebrations!*

The Development & Alumni Relations Office  
University of Otago

## 2. GETTING STARTED

### 2.1 Contact the Development & Alumni Relations Office

The Development & Alumni Relations Office (DARO) assists Otago alumni to organise reunions. For further information contact the Development & Alumni Relations Office on 64 3 479 4516 or email [functions.alumni@otago.ac.nz](mailto:functions.alumni@otago.ac.nz). You can visit [www.alumni.otago.ac.nz/reunions](http://www.alumni.otago.ac.nz/reunions).

### 2.2 Choose a date

We recommend that you allow yourself plenty of time – between one and two years is a common timeframe to organise a reunion. Otago alumni live in over 130 countries so those who live some distance from the reunion location appreciate a longer notice period.

Dunedin accommodation is often at a premium, so giving your classmates adequate time to make reservations is important. It is also helpful to check dates to avoid clashes with other events.

- 1 University's key dates <http://www.otago.ac.nz/news/events/keydates/> for orientation, graduation and examination periods
- 2 Dunedin City Council website [www.dunedin.govt.nz/events](http://www.dunedin.govt.nz/events)
- 3 DARO [www.alumni.otago.ac.nz](http://www.alumni.otago.ac.nz) for upcoming functions and reunions

### 2.3 Consider opening a bank account

Some reunion organisers open a reunion bank account. This enables them to request a registration fee from alumni planning to attend, many of whom live overseas. It also allows the organisers to have seed money for paying venue deposits, rather than having to use personal money.

Frequently reunions are so successful that the first get-together leads to several more in the following years. Having a bank account allows money to be available when organising future reunions.

### 3. HOW THE OFFICE CAN ASSIST TO ORGANISE YOUR REUNION

#### 3.1 Class lists

The Development & Alumni Relations Office (DARO) can provide you with a class list.

#### 3.2 Making contact with your fellow alumni & sending invitations

DARO will send your invitation letters and other information to your classmates.

##### ***Privacy laws***

Due to New Zealand's Privacy Act, DARO is not able to provide reunion organisers with contact details of alumni. However, the Office will mail invitations and correspondence on the organiser's behalf to classmates. In order to contact alumni on your behalf we require you to fill in an Alumni Database Information Request Form (see Appendix). This form is then returned to us with the letter/information you want to send out.

##### ***Your first letter to classmates***

You only need to provide the Office with one copy of the letter you intend to be distributed. The office will make copies and post letters on your behalf. We do not charge for this service, but ask that your class considers donating to the Alumni Appeal.

##### ***Sample invitation letter***

If you wish to use it, a sample invitation and reply form is included in the Appendix. You can add your own reunion's information to this letter e.g.

- proposed date
- venue
- programme of events
- estimated cost
- contact details
- RSVP date

##### ***Inserts***

Some organisers wish to include brochures and other inserts with their letters. To limit postage costs, these inserts need to be of a size and weight to fit in a standard DLE envelope.

##### ***RSVPs***

Responses are sent to your reunion organiser's address.

#### 3.3 Finding 'lost' alumni

Inevitably we lose touch with some alumni over the years. Alumni can send address changes to the Development & Alumni Relations Office by email, telephone, letter or via the alumni website <https://www.alumni.otago.ac.nz/update>.

It is the University's policy not to declare which alumni are lost. For this reason we ask you to encourage all alumni receiving invitations to spread the word to colleagues and friends.

We would be grateful if you could send us any information (i.e. address changes, emails) received from alumni as a result of the reunion mail-out. This assists us to keep the alumni database current and effective.

### 3.4 Publicising your reunion

Upcoming reunions can be included in the *Otago Magazine*, which is distributed to over 86,000 alumni. The *Otago Magazine* is published three times per year, in February, June and October. Reunion details - date, location, programme and an email contact - should be sent to the Alumni Events Coordinator [functions.alumni@otago.ac.nz](mailto:functions.alumni@otago.ac.nz). To ensure your event is included in the Magazine please contact the office at least two months prior to the magazine edition, so that we can submit your information before the deadline.

Your reunion can be promoted on the alumni website [www.otago.ac.nz/alumni/reunions](http://www.otago.ac.nz/alumni/reunions). You are also more than welcome to become a friend of our Facebook page [www.facebook.com/otagoalumni](http://www.facebook.com/otagoalumni) and post a notice of your reunion.

### 3.5 Venues for seminars or meetings

**St Margaret's College** web: [www.stmargarets.ac.nz](http://www.stmargarets.ac.nz) Tel +64 3 479 5540  
email: [conference@smc.ac.nz](mailto:conference@smc.ac.nz)

Located in the heart of the University campus, directly behind the Clocktower and Quadrangle lecture theatres. Audiovisual equipment and broadband internet access available. Full conference facilities and catering services.

**The Executive Residence** web: [www.otago.ac.nz/execres](http://www.otago.ac.nz/execres) Tel +64 3 479 9151  
email: [execres@otago.ac.nz](mailto:execres@otago.ac.nz)

The University's Executive Residence has a conference room with full catering facilities available. It is a popular venue for visitors to Dunedin for business or pleasure. The residence is only a few minutes' walk to the city and is situated on the edge of the University of Otago's campus.

#### **Lecture Theatres & Seminar Rooms**

email: [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz) Tel +64 3 479 5499

Depending on the time of year, some lecture theatres or seminar rooms may be available for meetings. To check availability, contact the Timetables Office.

#### **Catering on University of Otago Campus**

email: [union@otago.ac.nz](mailto:union@otago.ac.nz) Tel +64 3 479 6300

The University Union catering service provide a range of hospitality services at venues on campus.

### 3.6 Venues for reunion dinners

For reunion dinners some popular venues include:

**The University of Otago Staff Club** Tel +64 3 479 5304

It is advisable to check when the Staff Club is open before booking your reunion dinner, as there is a fee for opening out of regular business hours.

**The Executive Residence**      web: [www.otago.ac.nz/execres](http://www.otago.ac.nz/execres)      Tel +64 3 479 9151  
email: [execres@business.otago.ac.nz](mailto:execres@business.otago.ac.nz)

**St Margaret's College**      web: [www.smc.ac.nz](http://www.smc.ac.nz)      Tel +64 3 479 5540  
email: [conference@smc.ac.nz](mailto:conference@smc.ac.nz)

Located on campus, directly behind the Clocktower Building and Quadrangle; with a warm old-world charm.

**The Dunedin Club**      web: [www.dunedinclub.co.nz](http://www.dunedinclub.co.nz)      Tel +64 3 477 0082  
email: [dc@dunedinclub.co.nz](mailto:dc@dunedinclub.co.nz)

Sponsorship from a Dunedin Club member is required for a dinner booking. Alternatively, one of the dinner guests must be a member of the Dunedin Club.

**The Otago Museum**      web: [www.otagomuseum.govt.nz](http://www.otagomuseum.govt.nz)      Tel +64 3 474 7474  
email: [functions@otagomuseum.govt.nz](mailto:functions@otagomuseum.govt.nz)

**Larnach's Castle**      web: [www.larnachcastle.co.nz](http://www.larnachcastle.co.nz)      Tel +64 3 478 1616  
email: [larnach@larnachcastle.co.nz](mailto:larnach@larnachcastle.co.nz)

This venue requires a significant deposit and is some distance from the city so transport would be required.

**Balmac Number 7**      web: [www.no7balmac.co.nz](http://www.no7balmac.co.nz)      Tel +64 3 464 0064  
email: [cafe@no7balmac.co.nz](mailto:cafe@no7balmac.co.nz)

**Pier 24**      web: [www.hotelstclair.com/](http://www.hotelstclair.com/)      Tel +64 3 456 0555  
email: [info@hotelstclair.com](mailto:info@hotelstclair.com)

**Plato**      web: <http://www.platocafe.co.nz/>      Tel +64 3 477 4235  
email: [plato@platocafe.co.nz](mailto:plato@platocafe.co.nz)

### 3.7 Accommodation

**Executive Residence**      web: [www.otago.ac.nz/execres](http://www.otago.ac.nz/execres)      Tel +64 3 479 9151  
email: [exec-res@otago.ac.nz](mailto:exec-res@otago.ac.nz)

The Executive Residence offers accommodation on campus for visitors to the University. It has 24 double and triple rooms and the dining room offers fully licensed bar facilities for private guests. It is available for functions and catered dinners for up to 50 people. The Executive Residence has provided accommodation and facilities for several class reunions.

Although accommodation is limited to 24 rooms, the Executive Residence will book any overflow of classmates at a nearby recommended hotel, if your reunion has been pencil booked well in advance.

#### More hotels

You can check out the choices at [www.dunedinnz.com](http://www.dunedinnz.com) or [www.wotif.com](http://www.wotif.com).

#### University Hostels (now called Colleges)

University accommodation is good value for money and is usually available during semester

vacations. The College websites can be viewed at [www.otago.ac.nz/about/accommodation/residentialcolleges.html#residentialcolleges](http://www.otago.ac.nz/about/accommodation/residentialcolleges.html#residentialcolleges)

### **3.8 Welcome Packs**

DARO will supply Welcome Packs for all of your reunion attendees. If you have anything you wish to be included such as reunion schedules, photocopies of old class photographs etc, please send them to Alumni Events Coordinator for inclusion in your packs.

### **3.9 Name tags**

DARO can provide name tags for all reunion attendees.

### **3.10 Photographer**

Photographers for group photographs are available, by prior arrangement:

- James Aitken, Aitken Photographic, Dunedin, phone: 021 249 9983  
email: [james@aitkenphoto.co.nz](mailto:james@aitkenphoto.co.nz), website: [www.aitkenphoto.co.nz](http://www.aitkenphoto.co.nz)
- Ray McRobie, McRobie Photography, 89 Bond Street, Dunedin,  
phone +64 3 477 580, website: [www.mcrobie.co.nz](http://www.mcrobie.co.nz)
- Mel Littlejohn, Scitech Photo Services Ltd, 100 Great King St, Dunedin,  
phone +64 3 477 9222, email: [scitechphoto@xtra.co.nz](mailto:scitechphoto@xtra.co.nz)

## **4. AFTER YOUR REUNION**

### **4.1 Reunion Report**

At the end of your Class Reunion, we would be delighted to receive a brief report together with a class photograph to place on our website: [www.otago.ac.nz/alumni/reunions](http://www.otago.ac.nz/alumni/reunions)

### **4.2 Keeping in touch with classmates**

The best way to ensure that people can share their addresses and keep in touch after the reunion is to ask attendees to sign an agreement when registering, as in the following example: “I agree to share my contact details in the future with my classmates for reunion-related matters”. This ensures privacy issues are dealt with well in advance.

### **4.3 Class Prize / Scholarship**

Finally, your class may like to mark its anniversary / reunion by setting up a prize or scholarship to be presented to an Otago student. The generosity of alumni can play a critical role in continuing Otago's tradition of excellence in teaching and research. There are a number of options available for this. If you would like further information or advice please contact the Campaign Officer in the Development & Alumni Relations Office (03 479 4516).

*Good Luck*

**We hope this guide has been helpful and we look forward to hearing from you.  
Remember, we are here to offer you assistance in making your reunion a success.**

## 5. APPENDICES

### 5.1 Medical Class Reunion Information

#### **ANATOMY TOUR**

Reunion members may visit the museum as part of tour groups. Please contact the Museum Curator if you wish to arrange a tour by contacting Mr Chris Smith, [museum.curator@anatomy.otago.ac.nz](mailto:museum.curator@anatomy.otago.ac.nz) or phone +64 (03) 479 7361.

Please note that food and drink are not permitted in the Museum. The use of cameras or other image-recording devices is strictly prohibited without the prior consent of the Museum Curator. These “rules” are in place to show respect for the deceased.

#### **MORNING AND AFTERNOON TEA**

Morning and afternoon teas may be arranged at Wishbone Café, located on the ground floor of the Dunedin Public Hospital. The Café seats up to 70 guests. Catering arrangements can be organised either by phoning +64 3 479 0389 or email [yoursay@wishbone.co.nz](mailto:yoursay@wishbone.co.nz).

#### **HISTORIC 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](mailto:medical.alumni@otago.ac.nz) Website: <http://medicalalumni.otago.ac.nz>

#### **GROUP PHOTOGRAPHS**

Group photographs may be organised through a reputable photographer and many groups get their photos taken outside the Scott and/or Lindo Ferguson Buildings. It is advisable to ensure an alternative venue is available in case of inclement weather. You will 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.

#### **MEMORABILIA**

Memorabilia can be purchased through the Otago Medical School Alumnus Association e.g. men’s Medical School ties, lapel pins and women’s brooch. Please contact Shirley Skinner on +64 03 479 7420.

#### **CLASS PRIZE / SCHOLARSHIP**

Finally, your class may like to mark its anniversary by setting up 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 and research.

There are a number of options available for this. If you would like further information or advice please contact the Campaign Officer, Development & Alumni Relations Office +64 03 479 4516.



## 5.3 Database Request Form



### ALUMNI DATABASE INFORMATION REQUEST FORM

*Please complete each section of this form before returning it to:  
Alumni Database Manager, Development & Alumni Relations Office,  
University of Otago, PO Box 56, Dunedin.*

NAME: \_\_\_\_\_

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 request 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: \_\_\_\_\_