

Alumni Coordinator Tasks 2024-2025

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Outreach:

The task is divided into two parts, first part is to understand better regarding your planning and execution skills and the second part is to know how good you are at searching/exploring and pitching/convincing.

1. Assume that we are having an Alumni talk session and we are in search of a good speaker for the session, now write the plan of action you would go with in order to find a good speaker who may add some value to the student community of IITH by sharing his/her knowledge. (Not more than 200 words)

To find a valuable speaker for an Alumni talk session at IITH, the plan of action includes:

1. Define Objectives: Outline the goals of the session, focusing on areas like Career Guidance, Industry insights, or Innovation in fields of research.
2. Identify Potential Speakers: We have to Compile a list of IITH alumni who have achieved notable success in their fields. For that, Utilize the alumni database and LinkedIn to identify candidates.
3. Research Candidates: Evaluate their professional accomplishments, speaking experience, and contributions to their industries. Prioritizing those with a track record of engaging presentations and relevance to current student interests helps us to make the session more interesting.

4. Reach Out: Contact potential speakers via email or LinkedIn, highlighting the objectives of the talk, the benefits of participating, and the expected audience in the campus. Provide flexible date options to accommodate their schedules.
5. Confirm Details: Once a speaker agrees, Finalize the date, time, and format. Discuss the key topics to be covered and any specific questions or themes to address.
6. Promotion: Announce the event to the student community through emails, social media, and posters. Include speaker profile to generate interest among audience.
7. Event Preparation: Arrange logistics, including venue setup, audio-visual equipment, and any necessary virtual meeting tools. Prepare a brief introduction for the speaker and a Q&A session plan.
8. Feedback and Follow-up: After the event, we can gather feedback from attendees to assess the impact and gather suggestions for future sessions. Thank the speaker and discuss potential future collaborations.

2. Suggest any two speakers (alumni) for the session (Do not include the alumni who have already been a part of the talk series), How do you convince him/her to give a talk? (Not more than 200 words) For completing the above-given tasks you can refer to the previous speakers of the Foster-alumni talk series. You can take the help of your seniors or social media platforms like LinkedIn to search for a good speaker.

Two potential speakers for the Alumni talk session are Dr. Anisha Reddy and Mr. Ravi Kumar.

Dr. Anisha Reddy, a data scientist at Google, has made significant strides in AI and machine learning. Her expertise in cutting-edge technology and her experience working at a leading tech company can provide valuable insights for students interested in data science and AI.

Mr. Ravi Kumar, a co-founder of a successful startup in renewable energy, has extensive experience in entrepreneurship and sustainable technologies. His journey from an IITH student to a successful entrepreneur can inspire and guide students interested in startups and green technologies.

To convince Dr. Anisha and Mr. Kumar to give a talk, we will highlight the impact they can make on the current student community. For Dr. Anisha, we will emphasize the opportunity to inspire the next generation of data scientists and share her experiences working on groundbreaking AI projects at Google. We will stress how her insights can help students navigate their career paths in a rapidly evolving tech landscape. For Mr. Kumar, we will underline the importance of his entrepreneurial journey and how sharing his challenges and successes can motivate aspiring entrepreneurs at IITH. We will assure both speakers of flexible scheduling, extensive promotion of their session, and a well-organized event, making their participation both impactful and convenient.