



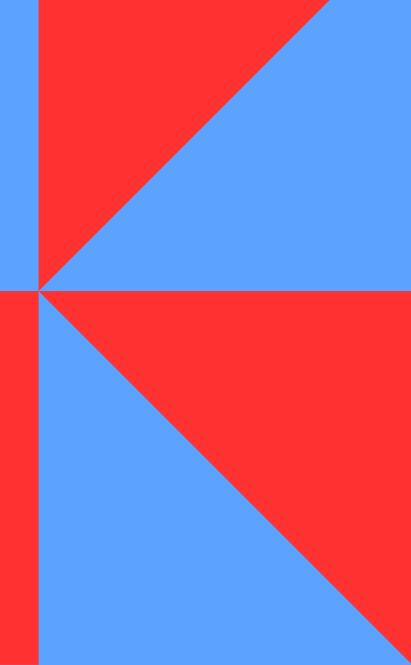
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**Alumni meets their younger generation
of BITS, giving them advices of both life
and entrepreneurship**

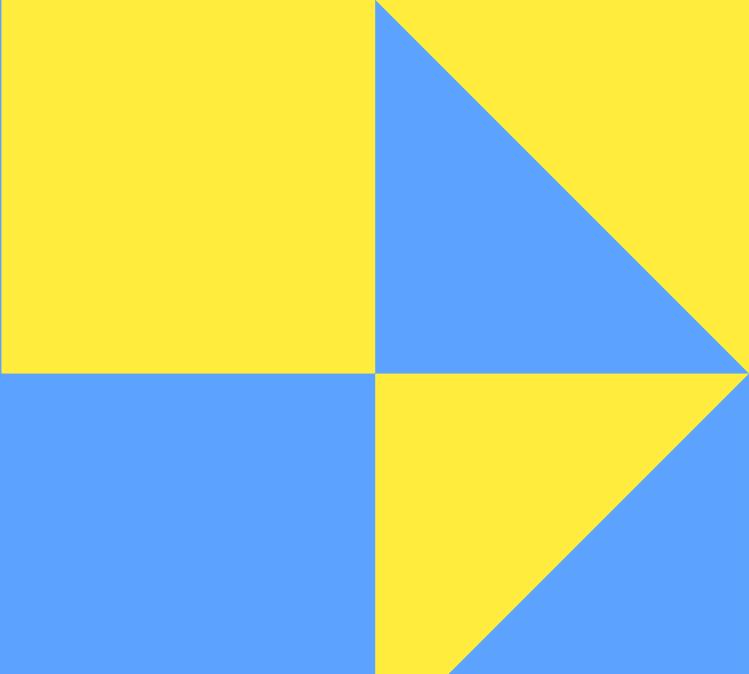


Event Planner

- Reaching out to the Alumni
- Accomodating him and taking care of other formalities
- Publically announce his date, time and place of meet with the students.
- Logistics management
- Overseeing the full meet with students
- Completing the event with proper goodbye.



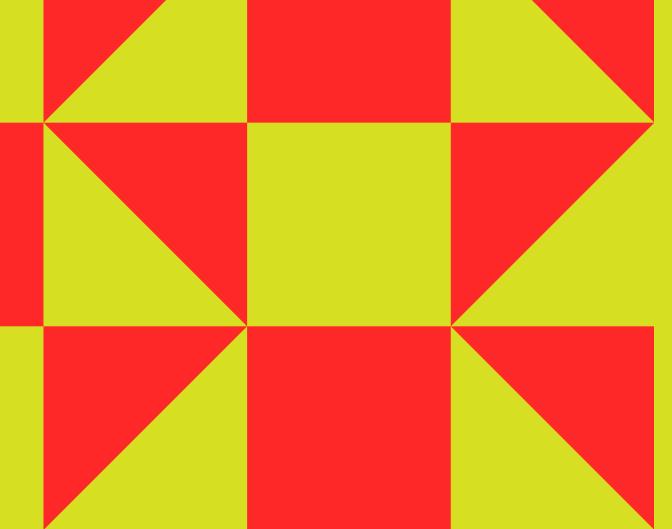
Reaching out to the Alumni

- Initiate contact with him through professional online platforms such as LinkedIn or Facebook, or directly via WhatsApp if you have his personal number.
 - We will emphasize that his insights would be valuable to all students, whether they are pursuing a Bachelor's, Master's, or Ph.D.
 - Provide him with a summary of our event, allowing adjustments to be made according to his convenience, such as altering the date or timings of the event.
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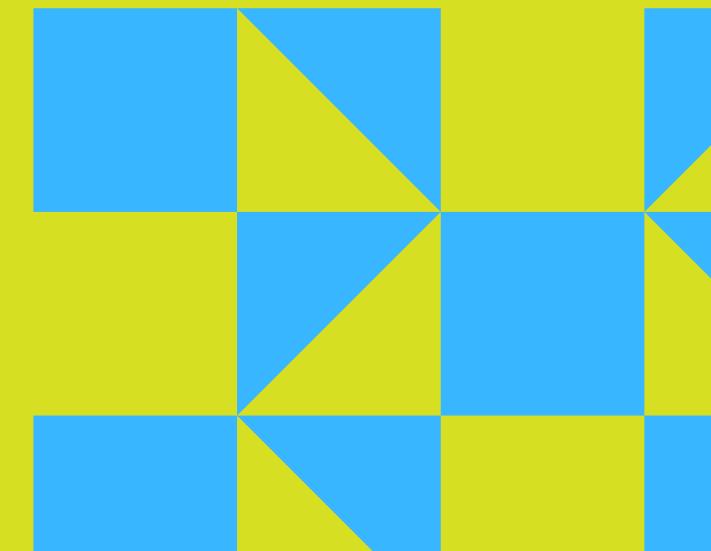


Accommodation and announce SAM details

- After confirming the date, we will arrange the accommodation 3-4 days prior to the event to provide alumni with flexibility in case of any urgent needs.
- We will determine the location of the accommodation based on the preferences of the alumni and the best options we can provide.
- Once he settles in, we will inquire if everything meets his comfort and provide him with detailed information about the sequence of the event for his confirmation.
- After confirming everything, we announce the details to the students through posters, mail, and WhatsApp.



Logistics Management

- Before the event, we must coordinate all logistical arrangements, such as reserving the venue for the meeting.
 - We need to ensure that the venue is properly maintained and that any required repairs or adjustments are completed in advance.
 - We should finalize a set of well-framed, appropriate questions to ask the alumni during the interaction.
 - It is also important to arrange high-quality meals for the alumni, selecting the best options available from campus and local vendors.
 - Additionally, we plan to organize a formal dinner (grub) with the professors and the Director, providing the alumni an opportunity for deeper networking and conversation.
 - Finalizing the set of questions which seems more decent enough to ask.
 - Ensuring the meals given to the alumni are the best from available.
 - Also a grub event with professors and director with the alumni.
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SAM & Grub

Event

- Throughout the meeting, ensure discipline and proper behavior of students.
- Provide anything that may be required during the meeting to our alumni.
- Enjoy and learn from the speeches that our elder generation has prepared for us.
- For the Grub session, ensure everything is provided beforehand and remain on standby for any help.



Sweet Goodbye

- When all the events are completed, we need to plan a heartfelt goodbye for our alumni who have shared their knowledge and insights about the work culture.
- Ensure a smooth departure by addressing any last-minute requests, such as arranging another interaction with students if possible.
- A goodbye photo with the SARC team is essential.