



**HAA European Club & SIG Leaders Meeting
Paris October 12-14, 2018**

**TRADEMARK ISSUES; INTERACTION WITH THE PRESS;
AND OTHER CLUB & SIG RECOMMENDATIONS**



HARVARD
Alumni Association

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1. HAA Important Resources
 2. Harvard Trademark
 3. Interaction with the Press
 4. HAA Annual Report
 5. Global Networking Night

1. HAA IMPORTANT RESOURCES

- HAA Club & SIG Directors
- HAA Alumni Leadership Conference, Cambridge
 - session for newly elected HAA volunteer leaders
- HAA International Leaders Meetings in Cambridge and abroad
- Ask the HAA Call
 - one specifically for newly elected HAA volunteer leaders
- Harvard Clubs and SIGs Officers Lounge
- Harvard Worldwide
- Harvard Key
- Harvard Directory



HARVARD CLUBS & SIGS Officers Lounge

The Officers' Lounge is a repository of resources, tips and tricks, and toolkits designed specifically for Harvard Club and Shared Interest Group (SIG) Leaders.

<http://officerslounge.clubs.harvard.edu/>

Inside you'll find:

- Content about HAA leadership conferences
- Digital playbook
- Clubs & SIGs Leadership Succession Toolkit
- Tips and tricks for creating successful programs and events
- Notes and audio recordings from Ask the HAA calls
- Data and Strategic marketing guides
- Relevant tax and insurance information
- Sample bylaws and governing documents
- And lots more!

<https://worldwide.harvard.edu/>

Harvard **Worldwide**

Harvard University | Provost's Office | Vice Provost for International Affairs

ADMINISTRATIVE SUPPORT | WORLDWIDE WEEK AT HARVARD | BY THE NUMBERS | SOCIAL FEEDS

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“
Our robust commitment to internationalism is not an incidental or dispensable accessory. It is integral to all that we do, in the laboratory, in the classroom, in the conference hall, in the world.
”

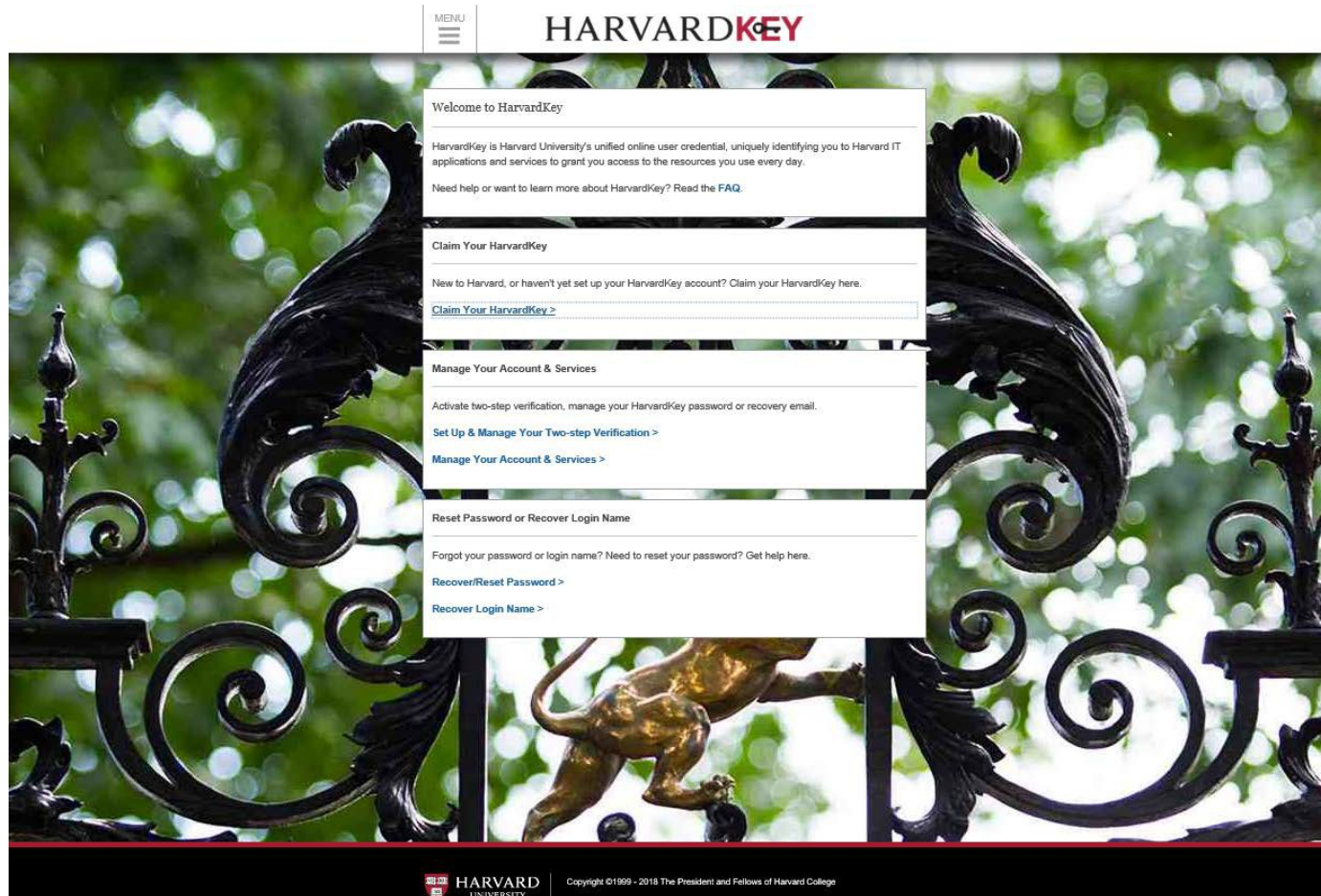
DREW GILPIN FAUST
President of Harvard University

200
countries and from every background

3,569
trips abroad in 2016 for research, study, and more

\$20M
Funding from International Sponsors

<https://key.harvard.edu/>



MENU

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To get your HarvardKey, you'll need your **HAA ID**.

Sincerely yours,

Anirudh Suri MPA '14
President, Harvard Club of India

Harvard Alumni Association
124 Mount Auburn Street, 6th Floor
Cambridge, MA 02138

Your HAA ID number is: **0004034001**

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Removal Instructions: If you no longer wish to receive Club & SIG email messages from the Harvard Alumni Association, please [unsubscribe](#). You may also use HarvardKey to login and [manage your email preferences](#).

All other inquiries should be directed to the HAA Online Help Desk at haa_alumnihelp@harvard.edu or 800-823-2478.


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Ms. Joslyn Evans

EXT 2011
Cambridge, MA

Assistant Director, Clubs and Shared Interest Groups at Harvard Alumni Association

Quick Contact:

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CONTACT INFORMATION

Email Addresses
Preferred email [Send an email to Joslyn](#) ✓

Addresses and Phones
BUSINESS ✓
Harvard Alumni Association
124 Mount Auburn Street
Cambridge, Massachusetts 02138-5786

CAREER

Experience

Career
Assistant Director, Clubs and Shared Interest Groups at Harvard Alumni Association
2007 – Present

EDUCATION

Harvard

2. TRADEMARK LICENSING AGREEMENT

Confirms that each Club and/or Shared Interest Group uses the Harvard name under a license from Harvard.



The officially designated shades of Crimson are:

PMS 187 (for uncoated paper)

PMS 1807 (for coated paper)

CMYK: C-7 M-94 Y-65 K-25

(for full color printing on coated or uncoated paper)

3. INTERACTING WITH THE PRESS

- If you decide to speak to the press make sure it is clear that it is your personal comment or opinion, not on behalf of the University.
- For Club, Contact, SIG events is best you list a disclaimer to that event (or all of your events) that reads something to the effect “please note that the views and opinions expressed by the speakers or their organizations do not necessarily reflect the views or positions of the *(Name of Harvard Club/Contact/SIG)* or Harvard”.

STAY INFORMED - Subscribe to receive the news from the following publications and also make your members aware of these options:

- [Harvard Gazette](#) – go to top left corner ‘menu’ to subscribe
- [Harvard Magazine](#)
- [The Harvard Crimson](#)
- [Facebook](#)
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4. HAA ANNUAL REPORT

Have you completed your [2018 Annual Report](#) and [Officer Listing](#)?

- Strategic development tool Clubs/SIGs can use to evaluate where they are and set goals
- Should be a dialogue amongst board to develop a shared understanding of where Club/SIG is and what areas of focus are for the coming year
- After first iteration:
 - Ideas with impact
 - List of possible mentors
 - Curated strategies specific to goals you articulated
- Working on digitizing strategies so that curated strategies, specific to the goals a Club or SIG self-determines, can be delivered immediately after completion of Annual Report
- Will be able to provide a year-over-year comparison and deep dive into learnings to benefit the Clubs and SIGs network
- Data and Discovery Committee will continue next year to do deeper level analysis

6. GLOBAL NETWORKING NIGHT

- The HAA-hosted Global Networking Night (GNN) returns January 9, 2019! As we ramp up for this GNN, we are also excited to be introducing a new registration platform.
- Starting in 2019, the HAA-hosted GNN will be moving to a once-per-year model, taking place annually each January for the foreseeable future.
- You should have received the call to action to submit your GNN by November 16.
- As a Club, SIG, or Alumni Contact, you are still welcome to host a second networking night event at your convenience during the year. This past June, several groups adapted networking nights for their particular regions and saw good success. We encourage you to continue this trend and consider your own local networking nights in addition to the annual HAA-hosted GNN.



SAVE THE DATE

**HAA Clubs, Contacts & SIGs Leaders International Meeting
& HAA Alumni Leadership Conference**
Wednesday, February 6 to Friday, February 8, 2019
Cambridge, MA

Please plan to stay for the Harvard Club of Boston
Dinner on Friday, February 8th at 7:30 PM

THANK YOU!

HARVARD
ALUMNI ASSOCIATION

