

Alumni Event-in-a-Box – Terms & Conditions

- The box can only be applied for by former Bachelor, Master or PhD students of Utrecht University who have successfully completed their programme with a degree and who live outside of the Netherlands in areas where Utrecht University does not already organise activities for alumni.
- For an application to be considered, there need to be at least 50 alumni (Bachelor, Master or PhD) living in or around the city who can be reached by the Alumni Office (via email or LinkedIn).
- The alumni requesting the box has to show sincere interest in a connection with UU and other alumni. This will be assessed via the registration form.
- The costs for the catering of an Event-in-a-Box are covered by the Alumni Office of Utrecht University. A max amount based on the number of registrants is agreed upon in advance (2 drinks per guests + a few snacks). The volunteer pays for the drinks on site and can apply for reimbursement at the Utrecht University Alumni Office. Following the set reimbursement regulation of Utrecht University.
- The application for an Event-in-a-Box should be submitted at least 2,5 months before the planned date of the event.
- Per city Utrecht University accepts a maximum of two applications per 18 months for an Event-in-a-Box. After which the activities of the alumni in this city should develop to:
 - more content driven functions
 - informal drinks financially covered by alumni themselves
- When alumni apply for an Event-in-a-Box for the second time, the above is mentioned to the alumni so they can prepare the other alumni in the network for changes when the network meet-ups continue.
- The invitation and registration process for an Event-in-a-Box is done by staff of the Alumni Office. Contact details of alumni are not provided to the alumni organising an event-in-a-box.
- Utrecht University preserves the right to make slight adjustments to the plans of alumni who apply for an Event-in-a-Box to make sure they suit the goals and policy of the Utrecht University Alumni Office.
- Utrecht University preserves the right to cancel the cooperation regarding the Event-in-a-Box at any time during the process.