



# Delegates Kit

*A guide to the Association  
& the Role of a Delegate*

*Version: Outside France*



Thank you for volunteering to become one of our delegates. As a representative of ESCP Europe Alumni you have a unique role in building the worldwide strength of our community, in bringing people together and facilitating personal and professional links – and we hope you will gain much pleasure and many friends along the way.

The ESCP Europe Alumni association was founded in 1872 with the aim of bringing together the community of graduates and students of ESCP Europe, providing them with a collection of services and tools.

The ESCP Europe network brings together some 40,000 members worldwide. It includes about 150 professional, company, geographic and social interest groups, supported by 700 delegates and experts. Between them they organise over 500 events a year.

### MISSION

The mission of ESCP Europe Alumni is:

- To **facilitate** connections and sustain close ties among graduates
- To provide **career-management services** to our members
- To **support students** from their studies to the first steps in their professional lives
- To **connect** our graduates worldwide with companies recruiting internationally
- To **promote** the international reputation of ESCP Europe and the quality of its programmes

### STRUCTURE

The association consists of :

- **The Board** – elected members working on strategic-level discussions and decisions
- **Committees** – set up by the Board to investigate and make recommendations on key subjects
- **The Executive** – a director, three teams and an international development manager running the association's operations (networking, careers and administration) and proposing new initiatives  
→ *your main contacts in ESCP Europe Alumni*
- **Delegates** – some 700 representatives worldwide acting as ambassadors of ESCP Europe Alumni and running a mix of special interest professional, social, graduate-year and country/region groups

### A BIT OF HISTORY

The name ESCP Europe brings together the heritage of the oldest business school in the world and the European credentials of the most international. ESCP, Ecole Supérieure de Commerce de Paris, was founded in 1819 by a group of French businessmen and economists who saw the value of providing formal training in commerce and industry. EAP, Ecole des Affaires de Paris, was the first truly international business school, founded in 1973 by the Paris Chamber of Commerce, with campuses in France, Germany and the UK, to provide an active contribution to European economic culture.

In 2000, the business schools merged to form ESCP-EAP and, after much research, the name was changed to ESCP Europe. Today ESCP Europe spans 5 European cities: Paris, London, Berlin, Madrid and Turin and its programmes have reached the highest ranks in the most recent, 2010, surveys in the Financial Times newspaper.

*To find out more about the history of ESCP Europe, please go to: [www.escpeurope.eu](http://www.escpeurope.eu), click on the menu tab ESCP Europe/About ESCP Europe*



## YOUR ROLE AS A DELEGATE

→ *an ambassador for ESCP Europe Alumni*



- **To build/retain a sense of community in your local area, demonstrating leadership, acting as spokesperson**
  - Organise regular events to bring people together
  - Understand the products and services offered by ESCP Europe Alumni and to inform members of these
  - Encourage members to pay their subscriptions (our only source of funds!)
  - Pay your own subscription promptly – you cannot vote without doing so
  - Encourage members to update their details on [escpeuropealumni.org](http://escpeuropealumni.org) as this adds value to our directory and makes yours and future delegates' lives easier
  - Welcome new members
  - Listen to and show an interest in individual members' needs and to be open-minded about differing views and values
- **To contribute to the global network and build a sense of pride**
  - Send in pictures and articles to publish in our international newsletter, "News" (English) and the magazine (mainly French, but other languages welcome)
  - Give us feedback on your events
  - Keep up with the Delegates' Blog: <http://www.escpeuropealumngroups.blogspot.com/>
  - Think of nominees for the Alumni of the Year award and vote when the shortlists come out
- **To maintain the connection with the ESCP Europe business school**
  - Keep up-to-date on what ESCP Europe is offering – courses, partnerships etc.
  - Act as a point of contact for the local campus (if in a campus country) when help or contacts are needed (mentors for students, speakers, admission juries, industry contacts...)
  - Invite students to alumni events and represent the association at student events
  - Welcome visiting ESCP Europe students and faculty
- **To forge links with other alumni communities in order to benefit from the synergies of combining networks and/or events to everyone's benefit**
- **To manage accounts and be organised so that all advance monies for deposits etc. and fees are clearly accounted for. Remember: all events must be self-funded**
- **To know who to contact for what in the Executive**
- **To attend (if possible) and track the three key meetings for delegates:**
  - The "College" where you vote for candidates to join the Board,
  - The annual delegates' dinner
  - The association's annual general assembly,
- **To ensure a full and efficient handover, if/when leaving, to the new delegate**



# THE BOARD AND THE COLLEGE OF DELEGATES:

→ *you choose who stands for the Board*

## ESCP Europe Alumni: STRUCTURE

ESCP Europe Alumni is governed by a Board of directors, chaired by Patrick GOUNELLE (ESCP 1972), that sets the strategic direction for the association.

The Board meets about every 6 weeks and is supported by a panel of auditors and expert advisers, including former Chairmen of the Association, appointed annually by the Chairman. It rules on policy, strategy and the big themes for ESCP Europe Alumni to follow and approves initiatives for the Executive (below) to implement.

The Board also oversees the work of various committees that explore current issues and projects for the association. The most important of these are the Network Committee, chaired by Dominique BEURDELEY (ESCP 1975) and the Careers Committee, chaired by Isabelle CHANGEAT (DMSE 2005). It is the Network Committee that oversees your role as a delegates.

The day-to-day running of the association is undertaken by the Executive, a team of 13 based in Paris, Berlin and London. This team will be your main point of contact - details of who's who on the next page.

As a delegate you are automatically part of the electoral college that determines who will stand for election to the association's Board (*Conseil d'Administration*) – you must ensure your subscription is up-to-date to do this. Elections are held at the annual General Assembly.

On the Board, there are 21 elected members, each a member of the Association, given a mandate lasting 3 years and is renewable once.

You will be invited to vote for candidates once a year to replace or re-elect those whose 3-year mandate is coming to an end. Up until recently, this meant attending a mini-conference and dinner in Paris. Work is now underway to allow for electronic voting, so all delegates worldwide will be able to participate in the process.

To become a member of the Board, members must send in their candidature in response to an annual message from the Association that appears in our media (e-letters and magazine).

## Board Members 2010-11

**Chairman:** ARNAUD DE PUYFONTAINE (ESCP 1988)

**Deputy Chairman:** Bernard de GONNEVILLE (ESCP 1975)

**Secretary General:** Claire BEAL (ESCP 1980)

**Treasurer:** Aurélien MAUDONNET (05)

**Head of Communication:** Yves SECHAUD (ESCP 1971)

- Marc BERETTA (ESCP 1989)
- Dominique BEURDELEY (ESCP 1975)
- Isabelle CHANGEAT (DMSE 2005)
- Vanessa COX (EAP 92)
- Laurent FENIOU (ESCP 1994)
- Nicolas FROTIEE (ESCP 2001)
- Françoise GOVARE (ESCP 1979)
- Peer KÜHN (EAP 82)
- Anne-Claire de LAVIGERIE (ESCP 1990)
- Delphine MANCEAU (ESCP 1990)
- Anna-Marie MATTSON (MSC 1991)
- Aurélien MAUDONNET (MGE 2005)
- Alexandre PEBEREAU (ESCP 1987)
- Laurent SACHS (MBA 2004)
- Augustin de VAUMAS (MGE 2007)

### Expert Advisers:

- Jean-Marc JANODET (57)
- Philippe LANGLOIS (63)
- Bertrand LOUVEL (99)
- François RAMET (71)

### Auditor-in-Chief and Chair of the BDE (Bureau des Elèves)

- Mathilde HOUSET (MGE 2011)

### Former Chairmen

- Patricia BARBIZET (ESCP 1976)
- Henry de BROSSES (EAP 1982)
- Didier CHAMPALLE (EAP 1976)
- Alain LALLEMAND (ESCP 1961)
- Benoît PROT (ESCP 1973)
- Edouard SALUSTRO (ESCP 1951)
- François VALVERDE (ESCP 1946)
- Alain VINCENT (ESCP 1970)
- Jacques VIRIOT (ESCP 1956)
- Patrick Gounelle (ESCP 1972)



**THE EXECUTIVE: WHO'S WHO & WHAT IT DOES**  
→ *your main contacts with ESCP Europe Alumni*



**EXECUTIVE DIRECTOR: Marie Verrier (97)**

mverrier@escpeuropealumni.org / +33 1 43 57 24 03

**THE NETWORK TEAM:** coordinate interest groups and delegates, support the organisation of events and the publication of the association's main media



**MANAGER**  
**Domitille DELATTRE (07)**

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ddelattre@escpeuropealumni.org



**COORDINATOR**  
**Estelle Tréville**

*Events and editorial for ESCP Europe Magazine*  
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**THE CAREERS TEAM:** offer career coaching (Fr, En), mock interviews (Fr,En,Ge,Sp), themed workshops and conferences for subscribing students and alumni, whether in or out of employment



**MANAGER & CAREERS CONSULTANT**  
**Michelle Levine**

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**CAREERS CONSULTANT**  
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**COORDINATOR**  
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**COORDINATOR**  
**Christine Villard**

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careers@escpeuropealumni.org



**CAREERS SERVICES CONSULTANT: Florian Hornig**, based in Berlin and serving the German-speaking community. fhornig@escpeuropealumni.org / +49 177 224 9393

**THE ADMINISTRATION TEAM:** manage alumni data and the database, produce the directory, accounting and financial control, administration and organisation of institutional events



**MANAGER**  
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**COORDINATOR**  
**Vincent Balissat**

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**INTERNATIONAL DEVELOPMENT MANAGER: Shireen FRASER (MBA 00)**, works across all three activities to offer alumni a range of products and services wherever in the world they are. Organises the Alumni of the Year Competition  
sfraser@escpeuropealumni.org / +44 2(0) 7443 8833 (part-time)



- When you become a delegate, you will be sent data on alumni in your country or region
- This will not always be up-to-date, as we rely on individuals to keep us informed of any changes to their coordinates. The new website is improving matters and we hope you too will help
- Some delegates use online social networks, such as Facebook, LinkedIn, Xing and Viadeo to keep in touch and advertise events to their local communities, but you will soon receive your own toolbox on the new website to be able to do this
- In addition, via the Network Team in the Executive, you may request for an invitation to be sent out to everyone in our database corresponding to your geographic or professional requirements
- We appreciate it when delegates request their local members to update their details on [escpeuropealumni.org](http://escpeuropealumni.org) (now in French and English) or by email to [info@escpeuropealumni.org](mailto:info@escpeuropealumni.org)

### Visit our new-look, new style website

*The new [escpeuropealumni.org](http://escpeuropealumni.org) is now live and available in French and English.*

*The good news for delegates is that you will soon have your own dedicated page to use to publicise your own activities, maintain your own list of contacts, venues etc. and to set up a calendar of events that will be combined with calendars from all other regions and groups. You may even provide access to your page to contacts from other alumni associations you are partnering with locally.*

*Anyone, anywhere will see, at a glance, just how active our community really is and be able to join in events wherever they happen to be living or visiting.*



### Partnerships with Other Alumni Groups, including Cass Business School

In many cities, our own alumni are too few to organise larger-scale events. In this case, delegates often forge links with local alumni from other business schools or join established organisations that combine alumni from various business schools.

In many cities this takes the form of allying with other French business schools, but we now have a partnership with Cass Business School (London) and are rolling out a sequence of joint invitations and inviting our delegates to get to know their volunteers. To find out more about Cass's alumni, please contact Shireen: [sfraser@escpeuropealumni.org](mailto:sfraser@escpeuropealumni.org).



## TYPES OF EVENTS THAT HAVE WORKED

What works where will depend on the size of the local alumni community, the scope for partnerships with other alumni, local cultures, how geographically dispersed people are and, of course, personal tastes. Remember, if you're in one of ESCP Europe's campus cities, you have a potential venue and budget and a student community to engage with.

In some cities, delegates have run mini-surveys to find out the preferences of their members. For example, in London, Thursdays were the best for meetings and people preferred to change venue each month (large geographical distances between work-event-home matter there).

**The kind of events that work well include:**

### Monthly Drinks Evenings – great regular contact

- Last Thursdays in London with changing venues
- 3<sup>rd</sup> Thursdays "Stammtisch" in Paris, same venue (sponsored) and a different theme each month
- 1<sup>st</sup> Tuesdays in Montreal
- 14<sup>th</sup> of each month, fixed venue in Geneva

### Campus-based Events

- Breakfast round-tables
- Talks, seminars, workshops on business, careers etc
- "What is...?" talks for students on job roles, industries etc.
- Find out if you are near one of ESCP Europe's 60 partners

### Welcoming Visiting Students

Often ESCP Europe runs courses outside its campus cities for specialised masters degrees and MBAs and it can be interesting for the students to meet local alumni

- Drinks with visiting Specialised Masters in Private Banking & Financial Planning and Specialised Masters in Marketing Management for the Pharma and Biotech Industry in Singapore

### Major Large-Scale Events

If you have critical mass in your alumni base or with partnerships, a larger-scale conference or seminar becomes viable on a topical theme that is of widespread interest

### Regular Dinners

- Every 2 months in Brussels (with HEC and ESSEC)
- Monthly buffet in Moscow with HEC – members take it in turns to offer homes as venues
- 1<sup>st</sup> Thursday lunches in Geneva, fixed venue
- 1<sup>st</sup> Tuesday dinners in Brussels, fixed venue

### Weekend Diversions

- Picnics in the countryside outside Moscow
- Treasure hunt (day) and dinner/soiree in Brussels around a comic-strip theme

### Workplace-based Events

- Round-tables and seminars at colleagues' or contacts' offices or clubs on a members special topic or with an invited speaker
- "Power breakfast" in Berlin with leading renewable energy venture capitalist, on "Sustainable Management"
- Gathering at Industrie Club in Düsseldorf with a well-known coach on "Facing Facts - Changing Sector".

### Cultural/Sporting Events

- Group bookings/visits to art exhibitions or sports events, possibly with an introduction from an expert
- Talk on 'How to Start your Art Collection' to come in Germany, possibly with visits to contemporary art fairs or galleries

### Professional Interest Meetings

- Set up an entrepreneurs club or theme a meeting around entrepreneurship
- Build a local consultancy/finance/marketing group around which events can be organised – *remember to refer to the groups established in Paris to find out how they do it*

### Joint Affairs

- Ryder Club round tables etc. in Madrid
- Chambers of commerce, consulates and embassies of 'campus' cities often organise events to be invited to or can be approached to organise them – French chamber of commerce 'Inter-business schools' event in Singapore, AAGEF in New York, Montreal and Toronto
- Building on relationship with Cass Business School, our alumni can join their events where we have few and they have many (eg. Greece) and vice versa
- In Brussels,(eg.) our delegate coordinates events for the alumni of 2 other schools (HEC and ESSEC) as well



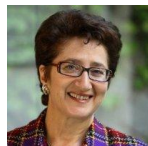
Much of what it takes to organise an event will depend on your location, the facilities available and the size of the alumni community (ESCP Europe + partners). Your predecessor as delegate or someone in the local network who knows your city/region well can be a valuable source of help here in choosing venues etc.

- Keep an eye out for interesting ideas, themes, events/exhibitions, speakers and venues
- Choose a theme/topic/event
- Invite speakers, if relevant and fix a date and time
- Find a venue available for that date/time – this could be at someone's home or office
- Arrange catering (usually) with the venue or an outside supplier (or alumni members!)
- Invite guests – send out to your local contact list, publicise on online social networks and our website and/or request the Network Team to do this for you:  
[ddelattre@escpeuropealumni.org](mailto:ddelattre@escpeuropealumni.org)
- Find a helper so that you won't be trying to do everything yourself on the day
- Monitor RSVPs
- Confirm numbers to venue/caterer
- Do keep yourself up-to-date on services the association offers and inform people who may benefit from them – if you have more than 50 attending an event, then we can help with materials to promote the association
- Enjoy!

*... and remember to send in pictures, stories and feedback on how it went, how many came etc. to Shireen: [sfraser@escpeuropealumni.org](mailto:sfraser@escpeuropealumni.org) (International newsletter, 'News') and Estelle: [etreville@escpeuropealumni.org](mailto:etreville@escpeuropealumni.org)*



# SOME USEFUL FLYERS AND HANDOUTS TO RAISE AWARENESS OF OUR SERVICES

**OUR TEAM**

Michelle Levine  
Consultant & Manager



Stéphanie Vasen  
Consultant



Florian Hornig  
Consultant



Catherine Minguoy  
Coordinator



Christine Villard  
Coordinator

**OUR MISSION**

Career coaching whenever you need it, when all is going well, going poorly, or going nowhere, from the schoolroom to the boardroom, and beyond!

**OUR SERVICES FOR INTERNATIONAL ALUMNI****Career Coaching by Phone**

*Free with your subscription, by appointment*

Confidential meetings with a PEP career consultant, in English, French or German

**Job Opportunities**

*Free with your subscription via [www.escpeuropealumni.org](http://www.escpeuropealumni.org) or [www.manageurs.com](http://www.manageurs.com)*

20 000 job offers per year via the Association and our partner Manageurs.com. This site allows you to post your CV and is reserved for a selection of top tier international schools.

**Mock Interviews and Feedback by Phone**

*Free with your subscription, by appointment (one per year)*

In English, Spanish, French or German, with a recruiter or business professional to help you prepare for an upcoming job interview

**Web Resources**

*Free with your subscription via [www.escpeuropealumni.org](http://www.escpeuropealumni.org)*

Getting Started, Empezando, Salary information

**The 'Beat the Crisis Pack'**

*Free with your subscription, for unemployed members*

Helping you enter or return to the job market with an ESCP Europe mentor, a job expert, one thematic workshop and a 50% discount on Alumni Association fees

**Join your Alumni Association and benefit from this offer  
(special rates for students!)**

**[www.escpeuropealumni.org](http://www.escpeuropealumni.org) / [careers@escpeuropealumni.org](mailto:careers@escpeuropealumni.org)**

International Office: ESCP Europe London, 527 Finchley Road, London NW3 7BG  
Headquarters: 81 avenue de la République, 75011 Paris +33 (0)1 48 05 46 27



- Satisfied with your job?
- On the lookout for opportunities?
- Looking for a position in France or elsewhere?
- Recruiting?
- Find what you're looking for on [Managers.com](http://Managers.com)!

**ESCP Europe Alumni has joined the Managers.com portal** founded 4 years ago by the Polytechnique, Centrale, HEC and ENSAE Alumni Associations, to provide members with a proactive career management tool. **The site is available in French and English.**

### Why is managers.com THE place to be?

Managers.com is the interface between graduates and students from 20 prestigious business and engineering schools and high-level international recruiters. It's THE network to belong to!

For a better understanding of the job market and sectors that are recruiting or losing ground, to be visible, access job offers and identify new career opportunities, Managers.com is your source. And now you can contact other alumni through the new networking feature.

For recruiters and headhunters, Managers.com guarantees access to highly qualified candidates.



### Discover Managers.com's brand new version, offering:

- 300 000 alumni and students from 20 prestigious schools,
- 20 000 job offers per year, posted by at least 4 400 contacts from 2 600 companies,
- 11 000 résumés in the CV database.

### Are you a member of the ESCP Europe Alumni?

#### Post your resumé in order to BE SEEN and GET HEADHUNTED!

Go to your **personal space** on Managers.com ([www.managers.com](http://www.managers.com)) or through the Association website ([www.escpeuropemealumuni.org](http://www.escpeuropemealumuni.org)), with your login and password\* and:

- Search **job offers** and create **personalized e-mail alerts**,
- **Post your resumé or your profile** for companies and recruiters to consult. You can keep your profile anonymous and be contacted exclusively through the Managers.com website by a specific e-mail address rerouted to your personal e-mail.
- **Control who can see your profile** by selecting those companies you do not wish to be seen by,
- Use the **secure messaging function**,
- **Contact alumni from other schools and build your network**

### Are you recruiting?

#### Find the ideal candidate on Managers.com!

**Access the directory and post unlimited job opportunities for free!**

You can also use the « headhunting » service (for a fee) that will select profiles and résumés for you so you can contact only those that meet your requirements.

# WORK YOUR NETWORK\*



## Une présence internationale

Un réseau de 35 000 diplômés et étudiants présents dans 150 pays

150 groupes professionnels, géographiques, promos animés par 700 délégués et experts  
400 événements par an organisés à travers le monde :

Des groupes sur **Viadeo, LinkedIn**

**Rejoins-nous !**

## Un sésame : l'Annuaire

Papier ou en ligne (actualisé au quotidien) : **la clé de ton réseau !**

## Evolution Professionnelle

Des entretiens individuels avec nos consultants en évolution professionnelle, en français ou en anglais, face à face, par téléphone ou Skype  
Des simulations d'entretien de recrutement en 4 langues

Des cycles de conférences, ateliers et des outils dédiés à la recherche d'emploi, au management, au networking, au développement personnel...

**Tout pour mieux orienter ta carrière !**

## Près de 20 000 offres d'emploi par an

Via l'Association et son partenaire **Managers.com**, réservé à une sélection de grandes écoles internationales :

**Les recruteurs attendent ton CV !**

## Des médias, pour rester informé de la vie de la communauté

Notre Magazine, nos newsletters **Info, News (Internationale), PEP Letter (Evolution professionnelle)**, nos offres privilégiées **Select** et **www.escpeuropealumni.org**



## A worldwide footprint

A Network gathering 35,000 Alumni and students living in 150 countries  
150 groups either professional or international and class reunions co-ordinated by 700 representatives and experts  
400 events organized worldwide annually  
Groups on **Viadeo, LinkedIn**  
**Come and join us !**

## A magic tool : the Directory

Paper or online (updated daily) : **the key to your network !**

## Career management

**One-to-one interviews** with our career management consultants, in French or English, face to face, by phone or Skype  
**Mock recruitment interviews** available in 4 languages

**Conferences, workshops and tools** on job search, management, networking, personal development...

**All you need to better manage your career !**

## Around 20,000 job offers annually

thanks to your Association and our partner **Managers.com**, reserved for a selection of top international schools :

**Headhunters are waiting for you !**

## A range of media, to stay informed of the life of the community

Our Magazine, our newsletters **Info, News (International), PEP Letter (Career Management)**, our exclusive offers **Select** and **www.escpeuropealumni.org**

## Une grande opération de solidarité : le Pack Anti-Crise Emploi

Afin de répondre à la crise économique, ESCP Europe Alumni se mobilise et crée le Pack Anti-Crise Emploi, offrant à chaque diplômé hors poste qui le souhaite l'appui d'un Mentor sélectionné parmi les Alumni ESCP Europe, une session gratuite auprès d'un Expert Emploi, la participation à un atelier et une cotisation demi-tarif.

Futurs Bénéficiaires, Mentors ou Experts, contactez pour plus d'information **packanti crise@escpeuropealumni.org !**



## A great solidarity action : the Beat the Crisis Pack

In order to answer the economic crisis, ESCP Europe Alumni join forces and invent **Beat the Crisis Pack**, offering to each unemployed ESCP Europe graduate : the help of a Mentor selected among ESCP Europe Alumni, a free interview with a Job Expert, an invitation to a workshop and a half price membership fee.

New Beneficiaries, Mentors or Experts, please contact **packanti crise@escpeuropealumni.org !**



## Comment cotiser ?

En se connectant sur **www.escpeuropealumni.org** ou en retournant le bulletin d'adhésion et le règlement à l'adresse ci-dessous

## How to subscribe ?

By connecting on **www.escpeuropealumni.org** or by returning the reply slip along with your payment to the address below

**ESCP Europe Alumni - 81 avenue de la République 75543 Paris Cedex 11 - France**



- ▶ **Join now & benefit from our student discounts**
- ▶ **One price for your whole studentship**
- ▶ **Membership lasts until Dec 31<sup>st</sup> after graduation**

<b>PMY</b>	<b>153 €</b>
<b>MIM 1</b>	<b>102 €</b>
<b>MIM 2</b>	<b>51 €</b>
<b>MEB</b> <b>+ Full-time Specialised Masters</b>	<b>61 €</b>
<b>Executive MBA</b> <b>(2<sup>nd</sup> year only)</b>	<b>164 € (82)</b>
<b>MS ExE</b>	<b>82 €</b>

Email [info@escpeuropealumni.org](mailto:info@escpeuropealumni.org) or call +33 1 48 05 46 27

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