



Graduate School  
of **BUSINESS**  
UNIVERSITY OF CAPE TOWN

# Alumni Reunion Guide



To find out more about our world-class academic programmes, executive education short courses and customised programme offerings, contact 0860 UCT GSB (828 472) | INTL +27 (0)21 4061922+27 (0)21 4061922 | [admissions@gsb.uct.ac.za](mailto:admissions@gsb.uct.ac.za) or visit [www.gsb.uct.ac.za](http://www.gsb.uct.ac.za)



## Contact us

*Alumni Relations*

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## Physical Address:

9 Portwood Road

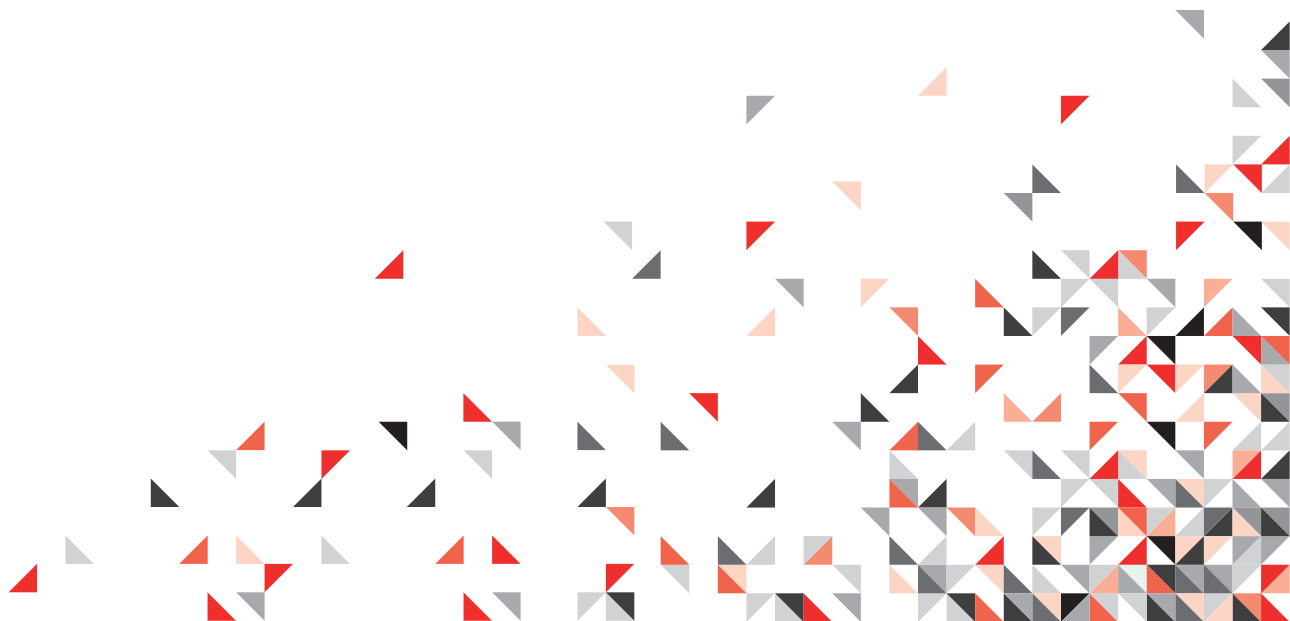
V & A Waterfront

Cape Town

8002

# Contents

History of GSB .....	01
GSB highlights over the years .....	01
GSB Alumni Benefits .....	02
Giving back .....	03
Introduction to GSB Reunions .....	04
How to use the guide .....	04
How to get started in 7 easy steps! .....	05 - 06
Special touches .....	07
Reunion checklist and timeline for organisers .....	08
How we can help .....	09
FAQs about planning reunions .....	10
General Alumni FAQs .....	11 - 12



# History of GSB

The Graduate School of Business, formed in 1965, enrolled South Africa's first full-time Master of Business Administration students in 1966. It is located at the Breakwater Campus at the Victoria and Alfred Waterfront. The GSB offers the Master of Business Administration (MBA) degree, the MBA in Executive Management (EMBA) degree, the Master of Commerce in Development Finance (MCom), the MPhil specialising in Inclusive Innovation, the Postgraduate Diploma in Management Practice (customised/open) and a portfolio of executive short courses comprising open and in-company programmes.

## Highlights over the years:

The first part-time MBA class starts under Professor Hutt.

Bob Boland becomes the first director of the school (1966 –1972). The GSB takes up residence at its Rondebosch campus and the first fulltime MBA class is launched.

The Three Peaks race is instituted by Mike Main and Deirdre Bird (MBA 1979), who were the first man and woman to win the race. The race continues to be an annual tradition at the GSB.

Old Mutual came on board in a partnership that saw the founding of the Old Mutual Chair of Business Administration. The Old Mutual Gold Medals were introduced, and are still handed out to top students today.

1964

1966

1968

1973

1979

The GSB launches its first short course; the Programme for Management Development.

Sam Zondi becomes the first black graduate of the MBA and the first black man to receive an MBA from a South African university.

The part-time MBA course is reintroduced by popular demand.

Kate Jowell becomes the first woman director of the GSB (1993 - 1999).

The annual Women in Business conference launches which raises funds for a woman to study at the GSB. The first overseas alumni chapter is launched in London.

The GSB full-time MBA is ranked in the Financial Times Global Top 100 MBAs ranking for the first time.

Modular started in the year 2006

In 2008, Eduniversal named the GSB as the top business school in Africa and the Middle East – an accolade that has been repeated for the eight years that have followed.

1980

1992

1993

1999

2000

2001

2005

2006

2008

2013

GSB moves to its new Breakwater Campus at the V&A Waterfront

The pioneering Executive MBA is launched.

The Class of 1976 donated R225 000 at their 25th reunion to launch the MBA Challenge. A few years later, the 1966 class donates R250 000 at their 40th reunion. The challenge continues to this day to increase the GSB's endowment fund. This generosity and sense of responsibility has come to characterise the graduates of the GSB.

In 2013, the school achieved coveted triple-crown accreditation, meaning that the world's most significant accreditation bodies: AMBA (Association of MBAs); EQUIS (from the European Foundation of Management Development); and AACSB (Association to Advance Collegiate Schools) endorse it.



# Alumni Benefits

## *Alumni Opportunities and Discounts*

**As an alumnus of the school, you are entitled to:**

- 10% discount on Solution Space Venue Hire at the GSB
- 10% discount at the Breakwater Lodge hotel
- 10% discount on GSB Executive Education courses
- Access to the GSB library for an annual subscription fee of R200.00
- Alumni Newsletters
- Bi-annual GSB Business Review magazine
- Invitations to exclusive alumni events
- Networking opportunities at our various Guest Speaker programmes



# Giving Back

The GSB Foundation was formally established in 2016. Its mission is to provide the most talented students, regardless of their financial circumstances, an opportunity to benefit from a world-class education at the GSB. This in turn will create a diverse leadership that will have a meaningful impact in all spheres of business, government and society.

## The foundation supports the GSB in four key areas:

- Scholarships
- Faculty
- Research
- Facilities

The Foundation provides a discerning opportunity for GSB alumni to leave their mark on the future of our continent – by building great leaders intent on building a great African continent. Join this quest.

The GSB Foundation can assist you in developing your philanthropic gift as an individual donor, corporate donor or your donation as an alumni class.

Donations can be made to the Foundation tax-efficiently from anywhere in the world.

### **GSB Foundation**

UCT GSB Breakwater Campus  
9 Portswood Road, V&A Waterfront  
Cape Town, 8002  
South Africa

Phone: +27 21 406 1571

Email: [contact@gsbfoundation.org.za](mailto:contact@gsbfoundation.org.za)

Website: <http://www.gsbfoundation.org.za/>

# Introduction to GSB Reunions

Classes often celebrate the anniversary of the completion of their degree or diploma by organising a reunion. Anniversaries that are usually celebrated include 5, 10, 15, 20 etc. year anniversaries. Typically it is the responsibility of Class Presidents to put this event together but any class member who is interested in putting a reunion together can do so. Committees can also be formed to help the organiser. The Alumni Office assists by providing a class list, booking venues and catering on campus, organising a school tour and an address by the school's director.



## How to use the guide

The information in this guide includes guidelines about how you can start planning your reunion and how to make this special occasion a success.

# How to Get Started in 7 Easy Steps!

- 1 **Contact the GSB Alumni Office**
  - a. Contact the Alumni Office for your class list to get the latest contact details of your classmates.
  - b. Forward your reunion information to the Alumni Office and we'll circulate a SAVE the date invitation (include your contact details so you can manage the responses).
  - c. Inform the Alumni Office if you decide to hold the reunion on campus so that the availability of venues can be checked and venues can be booked.
  
- 2 **Locate Classmates**
  - a. Use the class list given by the Alumni Office, search Facebook and other platforms such as LinkedIn and Google to locate classmates.
  - b. Once you have located your classmates, create an excel sheet with their updated contact details (please share this contact sheet with the Alumni Office) and send out communication about the reunion.
  
- 3 **Decide on the date, type of reunion event and who to invite.**

You need to decide on the date, the type of reunion you and your classmates want and research different event and venue options. You also need to decide if your partners and families will join. Do you want to have a cocktail evening at The Brig or go for wine tasting at a wine estate etc.?
  
- 4 **Book venue and catering if reunion is off campus**

If you decide to have your reunion off-campus, book the venue and catering. Confirm numbers and details with your venue and caterer.
  
- 5 **Send out communication regularly about reunion**

Keep promoting the event. Suggested communication to send out:

Communication #1: Announce reunion is being planned (you can ask for venue and programme/event suggestions etc. in this email)

Communication #2: Provide reunion details including date, time, venues, rsvp date, payment methods

Communication #3: RSVP Reminder

Communication #4: Send final reminder with all details including parking and programme/schedule for the event.



6

## Decide on booking and payment method

You can decide to create your own RSVP list and do RSVPs manually on an excel sheet or make use of the GSB's Main Event RSVP system. The Alumni Office can create an event on the events system and provide you with a RSVP link which you can include in your invitation and circulate to guests to rsvp. The alumni office can provide you with RSVP lists which indicate how many people and who has rsvp'd throughout your reunion planning process.

Some classes have set up their own website and this is much easier to coordinate everything. In this way, you can share updates on what they have done since completing their course and share photographs, news, details of the forthcoming events, etc.

7

## Share photos and send thank-you emails post reunion

After the reunion send thank you emails to everyone who attended the reunion and photos.

# | Special Touches



## Guest speaker

You can invite a guest speaker or members of GSB faculty to give a talk at the reunion.



## Photographer

To capture special moments at your reunion, you can book a photographer or use your own cameras to take pictures.

The Alumni Office will also photograph your special day.



## Campus tour

If your reunion is on campus and you would like a campus tour you can contact the Alumni Office at [alumni@gsb.uct.ac.za](mailto:alumni@gsb.uct.ac.za) to book a tour.



## Accommodation

As an alumnus of the school, you are entitled to 10% discount at the Protea Hotel Breakwater Lodge – it is situated on the GSB Breakwater Campus. To make a reservation kindly email Belinda Betela at [belinda@bwl.co.za](mailto:belinda@bwl.co.za) or tel 021 406 1035

Other hotels situated near the campus are the Queen Victoria Hotel and The Commodore Hotel.

For a more comprehensive list of the hotels at the waterfront kindly click this link

<http://www.waterfront.co.za/stay/hotels-at-the-vanda>



## Branded GSB Reunion Merchandise

If you are interested in custom branded GSB merchandise for your reunion. Contact the Alumni Office who can arrange this.



## Restaurant recommendations

### Off-campus

- Richard's Supper Stage and Bistro, Sea Point
- Harbour House, V&A Waterfront
- City Grill Steakhouse, V&A Waterfront
- Quay Four, V&A Waterfront

### On campus

- Stonebreakers Restaurant, GSB/Breakwater campus

# Reunion Checklist and Timeline for Organisers

WHAT	WHEN	CHECKED
Contact the Alumni Office for class list.	9 months to a year before	<input type="checkbox"/>
Locate Classmates	9 months to a year before	<input type="checkbox"/>
Decide on the date	9 months to a year before	<input type="checkbox"/>
Send out SAVE the date invitation or invite	9 months to a year before	<input type="checkbox"/>
Decide on the type of reunion	6 months to a year before	<input type="checkbox"/>
Research, decide on and book venues and catering	6 months to a year before	<input type="checkbox"/>
Decide on booking and payment method	6 months to a year before	<input type="checkbox"/>
Book photographer	2-5 months before	<input type="checkbox"/>
Book campus tour	2-5 months before	<input type="checkbox"/>
Decide on and create schedule/programme	2-5 months before	<input type="checkbox"/>
Book accommodation	2-5 months before	<input type="checkbox"/>
Record responses	On going	<input type="checkbox"/>
Promote the event	On going	<input type="checkbox"/>
Send out final reminder	A week before	<input type="checkbox"/>
Send a thank you emails	After reunion	<input type="checkbox"/>
Share photos	After reunion	<input type="checkbox"/>

# | *How We Can Help*

- Guide you through the reunion process
- Provide a class list with classmates contact details
- Create a RSVP link on the school's Main Events system for reunion attendees to RSVP
- Provide information about venues on campus
- Book venues on campus
- Place information about the reunion on the GSB alumni website
- Send out 'save the date' and invitations to contactable alumni
- Arrange camps tour of the GSB Breakwater Campus at the Waterfront and Philippi Village Campus in Philippi
- Provide maps, directions and signage for campus events
- Prepare guest name badges
- Support in arranging your own reunion merchandise
- Order catering or book bar service from Breakwater Lodge if your reunion takes place on campus
- Contact GSB Security to confirm parking availability on the day of reunion

# FAQs About Planning Reunions

## How long in advance should I start planning a reunion?

Nine months to a year from the time that you begin to search and collate names before the actual event, but as early as possible announce the planned month that you want to hold your reunion. You should announce the final date of the event about nine months before. Announcing the date as early as possible will allow people who are planning to come from overseas sufficient time to plan their travel etc.

## Who can organise a reunion?

Class Presidents or brig masters usually organise reunions but any class member who is interested in putting a reunion together can do so.

## What venues are available on the Breakwater Campus for reunions?

The bar on campus, The Brig, Stonebreakers restaurant, the Courtyard and seminar rooms are the venues that are available on the Breakwater campus.

## Can I order catering from Protea Hotel BWL?

Yes. Catering can be ordered from Protea Hotel Breakwater Lodge. This should be ordered a week in advance.

## What about a bar?

You can ask the current Brig Masters from the MBA classes on campus at the time to staff the bar. Alternatively you can bring your own liquor or organise a cash bar from Protea Hotel.

## Where can I park my car?

Parking at the school is limited and although we try to make provision for our guests to park on campus, this is not always possible. The V&A Waterfront offers plenty of public parking which is a short walk to the GSB.

## How can I donate/raise funds for the school?

A R100-a-month project was launched in 2016 and aims to persuade as many alumni as possible to contribute R100 per month to an annual scholarship fund. You can learn more about the fund by clicking this link <http://www.gsbfoundation.org.za/get-involved/r100-month-campaign/>

For GSB fundraising opportunities and donations contact the GSB Foundation at +27 21 406 1571, email [contact@gsbfoundation.org.za](mailto:contact@gsbfoundation.org.za) or visit [www.gsbfoundation.org.za](http://www.gsbfoundation.org.za)



# | General Alumni FAQ

## How can I stay up to date about the latest news and developments at the GSB?

You can update your contact details by clicking this link and you can subscribe to our alumni newsletter and our bi-weekly 'What's On' newsletter here. You can also join the UCT GSB Alumni LinkedIn group or UCT GSB Facebook Group.

## Can you give me the contact details of my classmates? I'd like to connect with them.

Yes. Contact the Alumni Office at [alumni@gsb.uct.ac.za](mailto:alumni@gsb.uct.ac.za)

## How can I connect with alumni for career advice or job opportunities at a company?

1. Send a list of institutions/ companies or industry that you are interested in reaching out to alumni who work there
2. Once received from you, we search the database.
3. We forward the data from the database – i.e. designation and company.
4. You indicate who you would like to connect with.
5. We reach out to the alumnus.
6. If they agree, we facilitate an introduction.

## Where can I obtain my class photo?

Contact Details

216 Thornton Road, Belthorn Estate

P.O. Box 18031, WYNBERG 7824

Tel: 082 485 1820

e-mail: [info@akkersdykstudios.co.za](mailto:info@akkersdykstudios.co.za)

<http://www.akkersdykstudios.co.za/>

Please note: only photographs taken digitally from 2010 onwards are available.

## Where can I obtain my graduations photos?

Gordon Harris Photographic [<http://www.ghphoto.co.za/>] takes UCT graduation photos annually.

## Where can I request a letter that confirms that my degree was taught in English?

UCT Student Records Office.

NAME	EMAIL ADDRESS	TELEPHONE	NOTES
General Enquiries	reg-records@uct.ac.za	021 650 3595	For all queries other than transcripts, course outlines and third party verifications
Transcript Enquiries	transcripts@uct.ac.za	021 650 3595	
Verification Enquiries	verifications@uct.ac.za	021 650 3595	Verifications only for third parties such as current or potential employers and educational institutes and verifications agencies
Graduation Enquiries	graduation@uct.ac.za	021 650 3595	