

EAIE GROUP MEMBERSHIP TOOLKIT

Your guide to purchasing, renewing and making the most of group membership throughout the year.

How to purchase a new group membership pack

Group membership allows organisations to buy packs of 10, 15, 20, or 35 EAIE memberships at a reduced rate and assign them to colleagues. Group packs can be purchased until the end of March each year.

To request your pack:

- Visit the [Group Membership page](#) on the EAIE website.
- Complete the request form, including the details of your Institution Coordinator. This is the person responsible for managing the membership pack. The coordinator oversees billing and payment, assigns memberships within your organisation, and handles all communications with the EAIE.

After you've submitted your request, you will receive detailed instructions on how to complete payment for your membership package. Payment can be made via credit card or bank transfer. We aim to process all group membership invoices within five working days.

How to renew or change your group pack

- If you had a group membership in 2025, renewals for the upcoming year open on 24 November. The Institution Coordinator can renew the group pack via the [‘My Membership’](#) area in My EAIE until 31 March.

During renewal, the coordinator can:

- Change the pack size to better suit your team's needs, either decreasing or increasing the size.
- Ensure continuity of member access for current members.

If your coordinator has left the institution, simply contact the EAIE Office to request a new coordinator to be assigned. The new coordinator can renew the package and will take on all responsibilities, such as billing and member allocations.



SETTING YOUR TEAM UP WITH MEMBERSHIP

How to allocate memberships

As soon as your group pack is requested, the coordinator can start assigning memberships to your team members via the [My Membership page](#).

Here's how it works:

- Team members must have an EAIE account to be assigned a membership. If they don't, they will need to create an EAIE account first.
- If you held a group pack in 2025, memberships will automatically be assigned to the same individuals as the previous year. If there are no changes, then no action is needed. If you would like to change the members, you need to do so before the previous member uses any member benefits.
- You don't need to allocate all memberships right away; the coordinator can assign memberships until the end of March. If you need to assign any remaining memberships after this date, you can contact the EAIE Office for assistance.

If you have any questions or need help at any point, please contact the EAIE Office at info@eaie.org. We wish you and your team a successful and well-connected year ahead with your EAIE membership.

Getting the most value from your group pack

Please share **the next two pages** with your team members, so they're aware of all the extra perks they can access throughout the year with their EAIE membership.



2026 EAIE MEMBER ACTIVITIES

Discover what's in store, including activities, perks and discounts all year long!

YEAR-ROUND BENEFITS ✓

- Community Platform
- Member Directory
- Free JSIE access
- Free job posts
- Discounts on all Academy courses
- Free registration for Insight Series events



JANUARY › MARCH ✓

- Training discount for Spring courses
- Personal development webinar
- Learning circles
- Mentorship
- Meet the Expert webinar
- Thematic Committee volunteer opportunities

APRIL › JUNE ✓

- Spring Forum magazine
- Personal development webinars
- Learning circles
- Meet the Expert webinar
- Conference discount
- Book member activities for Glasgow
- Summer Forum magazine



JULY › SEPTEMBER ✓

- Conference extras:
 - Member Lounge
 - Member afternoon tea
 - Member Life Skill sessions (pre-booking required)
- Training discount for Autumn courses

OCTOBER › DECEMBER ✓

- Meet the Expert webinar
- Learning circles
- Personal Development webinars
- Winter Forum magazine



Stay updated through the monthly member newsletter!

*Dates and activities are subject to change

MEMBERSHIP ESSENTIALS

Explore what's new and some of the main highlights

LEARNING CIRCLES

Connect, grow, share! Join monthly virtual meetings, designed for open conversation and peer-to-peer learning, to discuss challenges related to your job roles or current topics.

- Small group format
- Speak freely under Chatham House Rule
- New topics every month
- 5+ sessions per year, spots are limited



PERSONAL DEVELOPMENT WEBINARS

Ready to grow your confidence and invest in yourself? Led by a career coach and other qualified experts, these engaging sessions will help you develop the soft skills that matter most.

- Varied topics from leadership to setting boundaries & more
- Inspiration, reflection and practical tools
- Designed to support you role and your growth
- 5+ sessions per year

NEW!

MEET THE EXPERT WEBINARS

Join expert-led conversations that help you grow your knowledge and career. Hear from seasoned professionals on current topics and how they found their career path.

- Ideal for newcomers and young professionals
- Ask your questions live to an established professional
- Join an optional networking at the end
- 2-3 sessions per year

COMMUNITY PLATFORM

Connect all year round! Join the conversation anytime to exchange ideas, ask questions and collaborate with the global EAIE member community and Communities of Practice.



FREE JOB POSTS

Post your organisation's vacancies on the EAIE job board and reach a passionate network of international professionals.



EVEN MORE CONFERENCE PERKS

Enjoy exclusive member-only perks at the EAIE Conference, including professional development sessions, afternoon tea, and access to the Member Lounge with extra seating, refreshments, massages, and career coaching.

ACADEMY TRAINING DISCOUNTS

Wherever you are in your professional development journey, the EAIE Academy helps you grow with purpose. Enjoy discounts on all Academy training courses, including the new Academy On-Demand for learning in your own time.

MENTORSHIP PROGRAMME

Grow your career through meaningful connections—get matched with a mentor or mentee based on your goals.

