Miegunyah Distinguished Visiting Fellowship Program: Event Guide

1. Background

1.1. The Miegunyah Distinguished Visiting Fellowship Program was established in 1993 by University Council. The program invites distinguished academics from international institutions to visit the University of Melbourne and share their work.

1.2. Chancellery (Academic & International) coordinates the process for the nomination, consideration and award of fellowships.

1.3. Academic divisions host visiting fellows and administer their visits. Normally, fellowships are for periods of four to eight weeks; while visiting the University, fellows must present a public lecture and a reception and/or dinner must be held in conjunction with the address.

1.4. This document provides guidance to academic divisions on the administration of a fellow’s visit, public lecture and reception and/or dinner. Protocols outlined in this document must be followed.

2. Preliminary arrangements

- At least 10 weeks before the visit:

2.1. Contact the University Events Team in External Relations, and any local Faculty staff with previous Miegunyah experience, for advice on organising the fellow’s visit in your academic division.

2.2. Select a preferred date for the lecture. Avoid clashing with other major University and/or Miegunyah events by checking the University’s principal dates calendar and events calendar.

2.3. Contact Illy Paumolevu, Chancellery (Academic & International) to:
   - Check if the date is suitable for Sir Andrew Grimwade. Sir Andrew is Patron and Head of the Russell and Mab Grimwade Miegunyah Fund, which allocates funding each year for the program. It is important that Sir Andrew be consulted about the date—he must be available to attend; and
   - Confirm the nominated administrative contact person from your academic division for the fellow’s visit.

- Once you have confirmation of the date:

2.4. Contact Martha Ning to discuss the process for claiming grant money (which is claimed via reimbursement after the completion of the visit).

2.5. Confirm the visit and lecture dates with the Miegunyah Fellow and make accommodation and flight bookings.
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- **At least 8 weeks before the public lecture and reception:**

  2.6. Book an appropriate lecture theatre for the public lecture. Use the Web Room Bookings system or contact Venue Hire.

  2.7. Book an appropriate venue for the reception and/or dinner. Normally, academic divisions host a reception following the lecture, followed by a small dinner to thank the speaker in the company of dignitaries and senior staff. A list of those who should be invited to the lecture and reception is outlined in Appendix A. A shorter guest list for the dinner, including dignitaries, is appropriate.

  2.8. $2500 should be reserved for the reception and/or dinner. At least $1250 should be used for reception catering and $1250 for the dinner, to maintain a high event standard. You may wish to contact the University House Functions Manager. You are also encouraged to consider external catering providers.

  2.9. Consider appropriate venue dressing for the occasion, available via the University Events Team. University banners and public lecture A-frames are available from the University’s Event Hire Store.

3. **Promoting the event**

  3.1. $1,500 is to be reserved for formal event promotion including advertising and invitations. This is a non-negotiable expense for all Miegunyah fellows.

  3.2. Inform the nominated advertising/media/external relations officer in your academic division, well in advance of the event, to assist in this process.

  3.3. Inquire about media opportunities through the University Newsroom.

  3.4. Consider opportunities for media interviews and podcasts, for example through the University’s Up Close (contact Eric van Bemmell) and Eavesdrop on Experts (contact Andi Horvath).

  3.5. Draft the wording for the invitation and send this for approval to Illy Paumolevuka, Chancellery (Academic & International). Ensure that invitation cards include the name of the host extending the invitation and have an RSVP date at least 10 days before the event.

  3.6. Liaise with marketing staff to ensure the flier and invitation cards are designed in the recently updated University templates. Decide if you require hard copies to be printed or whether electronic versions (to be emailed/placed on website) will suffice.

  3.7. Submit the lecture details to the University’s online events calendar. The lecture details will be included in the events calendar and the public lectures e-bulletin sent weekly to a mailing list of interested members of the general public and University community.

Date: 1 August 2019
3.8. Place formal advertisements to promote the lecture event. It is strongly recommended that formal press advertisements appear in the following contexts:

- Advertisements within the University community, in Staff News/Musse (contact the Media Team) and Farrago Magazine;
- Contact the Advertising Coordinator within External Relations 8 weeks before the lecture event in order to have the event advertised through the Age;
- Liaise with advertising/external relations staff in your academic division to promote the event to a wider, external audience through avenues deemed appropriate to the subject matter. This may include, but is not limited to:
  - Topic/discipline related literature;
  - Newspapers, newsletters;
  - Event listings pages, such as thatsmelbourne.com.au;
  - Relevant organisations, societies and networks (ie. alumni);
  - Faculty social media; and
  - Academic division mailing lists.

3.9. For more information about public lecture event management please contact Chrissie Fargher, Events Producer, External Relations.

4. **Final preparations**

- **At least 4 weeks before the public lecture and reception:**

  4.1. Send invitations to the event. A list of those who should be invited to the lecture, reception and/or dinner is outlined in Appendix A. Ensure an invitation is sent to Sir Andrew and Lady Marsha Grimwade at their home address, which is available from Illy Paumolevuka, Chancellery (Academic & International).

  4.2. If the invitation is electronic, please forward the invitation to Illy Paumolevuka and she will send it to Sir Andrew Grimwade and Lady Marsha Grimwade. They will confirm their attendance by registering to the event

  4.3. Prepare an event running sheet/Order of Proceedings for use by all speakers to ensure the following protocols are followed:

    - At the lecture and/or reception it is customary for the Dean of the host academic division to act as Master of Ceremonies and to give a brief overview of the Miegunyah Distinguished Visiting Fellowship Program. Normal proceedings then follow;
    - The Russell and Mab Grimwade Miegunyah Fund should be mentioned for providing funding in the introductory and/or concluding remarks at the lecture/reception. Sir Andrew and Lady Marsha Grimwade should not be thanked personally for providing the funding, although they may be acknowledged among distinguished guests; and
    - Resources to assist with the Order of Proceedings, such as Aboriginal cultural protocols, are available from the University Events Team.
    - If you have any concerns, please contact Illy Paumolevuka, Chancellery (Academic & International).
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4.4. If you are holding a formal dinner, please ensure that the table seating arrangements place Sir Andrew next to the fellow, and that you equally distribute University and non-University attendees, as well as balancing gender. Place cards should also be produced for the table setting if a formal dinner is to be held.

If you have any questions, please contact Illy Paumolevuka, Chancellery (Academic & International).

4.5. Request a copy of the book *Miegunyah: The Bequests of Russell and Mab Grimwade* by John Poynter and Ben Thomas from Illy Paumolevuka, Chancellery (Academic & International), in order to present it to the visiting fellow during the reception/dinner/event.

- At least 10 days before public lecture and reception:

4.6. If you are holding a reception, arrange for the production of the name tags.

4.7. If you are holding a formal dinner, arrange for the production of place cards.

4.8. Distribute the Order of Proceedings to all speakers.

4.9. Confirm the number of attendees with the catering company.

5. Reporting

5.1. Within two months of the fellow’s visit, submit to the Miegunyah Fund Committee via Illy Paumolevuka, Chancellery (Academic & International):

- A report on the visit, using the report template (Appendix B); and
- At least one electronic copy of a professional quality photograph of the fellow.

5.2. A copy of the public lecture must be kept on file by the academic division.

5.3. Finalise the grant reimbursements with Marth Ning, Finance and Employee Services.
The following is the list of invitees whom an invitation should be sent to the lecture, reception and dinner.

Sir Andrew Grimwade and Lady Marsha Grimwade
Contact: Illy Paumolevuka, Chancellery (Academic & International).

Council Members
Chancellor
Mr Allan Myers AC QC

The full list of Council members must be requested from the University Secretary’s Office and all members invited. Contact Michelle Frencham, University Secretary’s Office.

The Russell and Mab Grimwade Miegunyah Fund Committee
The list of Fund Committee members must be requested from the University Secretary’s Office and all members invited. Contact Elizabeth Nelson, University Secretary’s Office.

Senior Executive
Vice-Chancellor
Professor Duncan Maskell
Provost
Professor Mark Considine
Deputy Vice-Chancellor (Academic & Undergraduate)
Professor Richard James
Deputy Vice-Chancellor (International)
Professor Ruth Fincher
Deputy Vice-Chancellor (Research)
Professor James McCluskey
Vice-Principal (Administration & Finance) & Chief Financial Officer
Mr Allan Tait
Vice-Principal (Advancement)
Mr Nick Blinco
Vice-Principal (Policy & Projects)
Dr Julie Wells
Vice-Principal (Enterprise)
Mr Doron Ben-Meir
Head of University Services
Mr Neil Robinson

Contact details may be found on the University’s website.

The following is the list of invitees to whom invitations can be extended at the academic division’s discretion.

Pro Vice-Chancellors
Pro Vice-Chancellor (Graduate & International Research)
Professor Justin Zobel
Pro Vice-Chancellor (Teaching & Learning)
Professor Gregor Kennedy
Pro Vice-Chancellor (Indigenous)
Professor Shaun Ewen
Pro Vice-Chancellor (Research Infrastructure & Systems)
Professor Liz Sonenberg
Pro Vice-Chancellor (Research Collaboration & Partnerships)
Professor Mark Hargreaves
Pro Vice-Chancellor (International)
Professor Adrian Little
Pro Vice-Chancellor (Research Capability)
Professor Julie McLeod
Pro Vice-Chancellor (Community & Cultural Partnerships)
Professor Su Baker

Date: 1 August 2019
Executive Directors
Director, Scholarly Services & University Librarian  Ms Gwenda Thomas
Executive Director, International  Ms Carmel Murphy
Executive Director, Human Resources & OHS  Ms Sally Eastoe
Executive Director, Finance & Employee Services  Ms Nadine Goldsmith
Executive Director, Academic Services & Registrar  Dr Maddy McMaster
Executive Director, Marketing & Communications  Ms Siobhan Forbes
Executive Director, Property & Sustainability  Ms Alex Lawlor
General Counsel & Executive Director, Legal & Risk  Ms Debra Tegoni
Executive Director, Research, Innovation & Commercialisation  Mr Ken Jefford
Executive Director, Business Intelligence and Reporting  Mr James Price
Executive Director, Infrastructure Services  Mr Byron Collins
Executive Director, Project Services  Mr Tony Murphy
University Secretary  Dr Gioconda Di Lorenzo

Contact details can be obtained from the University’s staff directory.

Academic Board Officers
President  Professor Nilss Olekalns
Vice-President  Professor Janet Hergt
Deputy Vice-President  Professor Andrew Kenyon

Contact details can be obtained on the Academic Board webpage.

Vice-Chancellor’s Fellows
The list of Vice-Chancellor’s Fellows and their contact details can be obtained from the University’s website.

Melbourne Laureate Professors
A list of the current Melbourne Laureate Professors is available on the University’s website. Contact details can be obtained from the University’s staff directory.

Heads of Colleges
The Principal, Janet Clarke Hall  Dr Damian Powell
The Rector, Newman College  Rev William Uren SJ
The Master, Queen’s College  Dr Stewart Gill OAM
The Principal, St Hilda’s College  Dr Brenda Holt
The Warden, Trinity College  Professor Ken Hinchcliff
The Warden, Graduate House  Ms Kerry Bennett
Head, International House  Dr Deborah Seifert
The Master, Ormond College  Ms Lara Mckay
Head, University College  Dr Jennifer McDonald
Principal, Whitley College  Rev Dr René Erwich
The Principal, St. Mary’s College  Dr Darcy McCormack
The Principal, Medley Hall  Mr Jeff Richardson

Date: 1 August 2019
Contact details can be found on the University’s Residential Colleges website.

**Deans and academic staff**
All Deans and relevant academic staff.

**Corporate invitees**
Where appropriate, invitations should be sent to interested parties in the corporate sector. This information should be sought from the Dean of the host academic division.