

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) 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 Paumolevuka, Chancellery \(Academic\)](#) to:
 - Check if the date is suitable for Sir Andrew Grimwade and Angus 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](#) and [Eavesdrop on Experts](#) (contact [Podcasting Team](#)).
- 3.5. Draft the wording for the invitation and send this for approval to [Illy Paumolevuka, Chancellery \(Academic\)](#) 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.

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- 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 / Pursuit](#) (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, go to the [Events website](#)

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 \(Academic\)](#).
- 4.2. If the invitation is electronic, please forward the invitation to Illy Paumolevuka and she will send it to Sir Andrew and Lady Marsha Grimwade and Mr Angus 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 \(Academic\)](#).

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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 \(Academic\)](#).

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 \(Academic\)](#) 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 \(Academic\)](#):

- 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](#).

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Appendix A—Invitation list



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 \(Academic\)](#)

Angus Grimwade

Contact: [Illy Paumolevuka, Chancellery \(Academic\)](#)

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 (Student Life) & Deputy Provost

Professor Kerri-Lee Krause

Deputy Vice-Chancellor (International)

Professor Michael Wesley

Deputy Vice-Chancellor (Research)

Professor James McCluskey

Vice-President (Administration & Finance) & Chief Operating Officer

Mr Allan Tait

Vice-President (Advancement)

Mr Nick Blinco

Vice-President (Strategy and Culture)

Dr Julie Wells

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 (Community & Cultural Partnerships)

Professor Su Baker

Pro Vice-Chancellor (Graduate & International Research)

Professor Justin Zobel

Pro Vice-Chancellor (Indigenous)

Professor Shaun Ewen

Pro Vice-Chancellor (International)

Professor Adrian Little

Pro Vice-Chancellor (Research Capability)

Professor Julie McLeod

Pro Vice-Chancellor (Research Collaboration & Partnerships)

Professor Mark Hargreaves

Pro Vice-Chancellor (Research Infrastructure & Systems)

Professor Liz Sonenberg

Pro Vice-Chancellor (Teaching & Learning)

Professor Gregor Kennedy

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Appendix A—Invitation list



Executive Directors

Executive Director, Business Intelligence and Reporting
Executive Director, Business Services & Chief Technology Officer
Executive Director, Finance & Employee Services
Executive Director, Human Resources & OHS
Executive Director, International
General Counsel & Executive Director, Legal & Risk
Executive Director, Marketing & Communications
Executive Director, Property & Sustainability
Executive Director, Research, Innovation & Commercialisation
Executive Director, Student and Scholarly Services & Academic Registrar
University Secretary

Mr James Price
Mr Byron Collins
Ms Nadine Goldsmith
Ms Sally Eastoe
Ms Carmel Murphy
Ms Debra Tegoni
Ms Siobhan Forbes
Ms Alex Lawlor
Mr Ken Jefferd
Dr Jo Ligouris
Dr Gioconda Di Lorenzo

Contact details can be obtained from the [University's staff directory](#).

Academic Board Officers

President
Vice-President
Deputy Vice-President

Professor Nilss Olekalns
Professor Janet Hergt
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
The Rector, Newman College
The Master, Queen's College
The Principal, St Hilda's College
The Warden, Trinity College
The Warden, Graduate House
Head, International House
The Master, Ormond College
Head, University College
Principal, Whitley College
The Principal, St. Mary's College
The Principal, Medley Hall

Dr Damian Powell
Rev William Uren SJ
Dr Stewart Gill OAM
Dr Brenda Holt
Professor Ken Hinchcliff
Ms Kerry Bennett
Dr Deborah Seifert
Ms Lara Mckay
Dr Jennifer McDonald
Rev Dr René Erwich
Dr Darcy McCormack
Mr Jeff Richardson

Contact details can be found on the [University's Residential Colleges website](#).

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Appendix A—Invitation list



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.