

Appendix A. Step-by-step guide to inviting dignitaries

Scenario 1 — Inviting the Vice-Chancellor or Chancellor to attend an event (to speak, host, sign or witness a document)

1. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Do not send any kind of communication direct to the Vice-Chancellor or Chancellor.
- Through your dean or director, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - possible range of dates and times for the event
 - proposed budget, and who will fund the event
 - names of senior proposed attendees and any other attendees: for example, MPs, Governor, etc.
 - why the Vice-Chancellor and/or Chancellor should be invited, and who will be taking official roles
 - draft text of invitation (likely to be issued from the VC and/or Chancellor).
- Ensure all necessary consultation has been undertaken in advance of this request.



2. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves the escalation of an invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided above.



3. VICE-CHANCELLOR'S OFFICE

- The Vice-Chancellor's and Chancellor's Offices work together to determine appropriateness and time availabilities.
- The Vice-Chancellor's executive assistant advises the event organiser that the Vice-Chancellor and/or Chancellor will be involved.
- Provides further advice, including the speech notes template.
- Advises if the UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises that it is not appropriate that the VC and/or Chancellor attend.



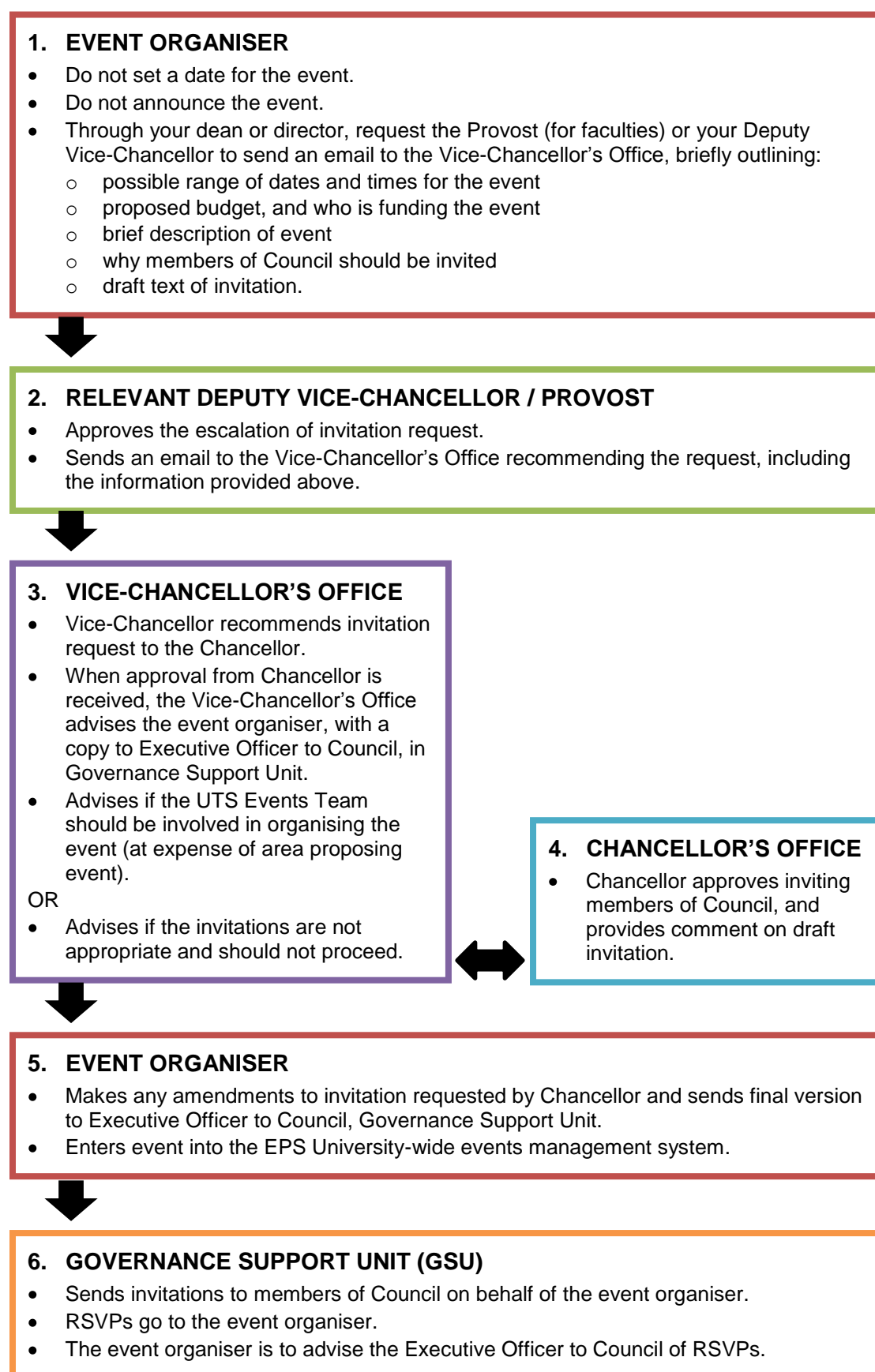
4. CHANCELLOR'S OFFICE



5. EVENT ORGANISER

- Planning and announcement of the event can now proceed
- Enter event into the EPS University-wide events management system
- Do not send outlook invitations to the Vice-Chancellor or Chancellor.

Scenario 2 — Inviting members of UTS Council to attend an event



Scenario 3 — Inviting UTS Luminaries or members of Vice-Chancellor's Industry Advisory Board to attend an event

1. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves escalation of invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided by the event organiser (listed above).



2. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Discuss potential invitation with Director, External Relations, who will consider from a University-wide, strategic perspective and give advice to be provided to the Vice-Chancellor.
- Through your dean or director, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - possible range of dates and times for event
 - proposed budget and who is funding the event
 - brief description of event
 - why nominated UTS Luminaries or Vice-Chancellor's Industry Advisory Board members should be invited, including advice from Director, External Relations.



3. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office consults Deputy-Vice-Chancellor (International and Advancement) if appropriate.
- Vice-Chancellor approves request.
- Vice-Chancellor's Office advises event organiser.
- Vice-Chancellor's Office advises if UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises if the invitations are not appropriate and should not proceed.



4. EVENT ORGANISER

- Sends final invitation to Vice-Chancellor's Office.
- Enters event in EPS University-wide events management system.



5. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office forwards invitation to UTS Luminary or Vice-Chancellor's Advisory Board member with personal note from Vice-Chancellor.
- RSVPs go to the event organiser.

Scenario 4 — Inviting external dignitaries to attend an event

1. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Discuss potential invitation with Director, External Relations, who will consider from a University-wide, strategic perspective and give advice to be provided to the Vice-Chancellor.
- Through your manager, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - potential dates and times of event
 - proposed budget, and who is funding the event
 - brief description of event
 - why nominated external dignitaries should be invited, including advice from Director, External Relations.



2. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves escalation of invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided above.



3. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office consults Deputy Vice-Chancellor (International and Advancement) and/or Government Relations Advisor, as appropriate.
- Vice-Chancellor approves request.
- Vice-Chancellor's Office advises event organiser.
- Vice-Chancellor's Office advises if UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises if the invitations are not appropriate and should not proceed.



4. EVENT ORGANISER

- Sends final invitation to Vice-Chancellor's Office.
- Enters event in EPS University-wide events management system.



5. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office either forwards invitation to external dignitary with personal note from VC, or sends a personal letter from the Vice-Chancellor to the external dignitary.
- RSVPs go to event organiser.