

University of Tasmania Protocol & Event Management

The following guidelines are provided to assist members of the University involved in arranging events at University, faculty, school, divisional or section level with appropriate approaches to protocol. The Events and Protocol Unit is available as a conduit, and to assist with event management, media liaison and issues of protocol.

Invitations to distinguished visitors

Any invitation to the Governor-General, Governor, Prime Minister, Premier, Ministers of the Commonwealth or State or people of analogous rank (including distinguished international visitors) to participate in an official University function must be sent from the Office of the Vice-Chancellor as the head of the University.

For an event on the campus which is not an official University function (for example a national conference of a professional association) the invitation would normally be issued by the appropriate office bearer of the group concerned. However it is important on these occasions that the Vice-Chancellor's Office and Events and Protocol Unit are informed of the invitation, before it is sent, because given current international and national circumstances these steps are vital to the proper management of security for important visitors and the University may wish to have some involvement with the visitor/s.

Events involving the Chancellor or Vice-Chancellor

Chancellor

The Chancellor chairs any University meeting or committee at which he is present, unless he expressly chooses not to do so.

For any activity or occasion for which the Chancellor's presence is sought, the first step should be to clear with the Chancellor his willingness and availability to participate. Any approach to the Chancellor to participate in an official University function should be made through the Secretary to University Council with a copy to the Director, Events and Protocol.

If the occasion is an official University function at which the Chancellor is involved, the following procedures should be observed:

- The Chancellor must have an opportunity to determine the nature and conduct of the function and invitation lists;
- The Chancellor must authorise any public announcement or issuing of invitations;
- There must be proper and consistent recognition of the Office of Chancellor as the highest in the University

Vice-Chancellor

All approaches for the involvement of the Vice-Chancellor in University functions should be made through the Office of the Vice-Chancellor, with a copy to the Director, Events and Protocol.

- The Vice-Chancellor must have an opportunity to determine the nature and conduct of the function and invitation lists; and
- The Vice-Chancellor must authorise any public announcements or issuing of invitations.

Conferences and other events in the University.

At virtually any time in the University there is likely to be some conference, public lecture, or seminar, involving members of the public. These may be organised either by the University, or by faculty, school, division or section.

Events and Protocol can provide you with advice and assistance on event management. Contact Events and Protocol by phone on 6226 2521 / 6324 3521 or email UTAS.Events@utas.edu.au.

Publicity and support for your event can be provided through UniTAS or via media release. Please contact the media office, phone 6226 2124 or email Media.Office@utas.edu.au in the early stages of planning your event.

The University Switchboard and the Events and Protocol Information Office commonly receive enquiries about conferences and other events and unless Events and Protocol have details of your event staff are unable to help them. Publicity and support for your event will be most effective if the Events and Protocol Unit is fully informed of the details from the outset.

The organiser of each event should inform the Events and Protocol Unit, so that one central point of the University is aware of every activity. Phone 6226 2521 or email UTAS.Events@utas.edu.au. At this time, the names of guest speakers and important guests should be advised.

Publicity and support for your event will be most effective if the Events and Protocol Unit is fully informed of the details from the outset.

Comments to the media

On matters relating to the University as an institution, it is vital to achieve coordination in comments made to the media by various members of the University.

For further information and a copy of the Media Policy please visit the UTAS webpage Media Office Information for Staff or contact the Media Office.

June 2010

Director, Events and Protocol