

MACGEORGE VISITING SPEAKER/PERFORMER AWARDS

2012 Guidelines

The Macgeorge Bequest Committee of Management (the Committee) seeks nominations from departments of the University of Melbourne (the University) for the Macgeorge Visiting Speaker/Performer Awards (the awards).

Nominations for Semester 1 of 2012 will open on **Monday, 30 January 2012**. Nominations can be submitted at any time throughout the Semester and will close on **Friday, 22 June 2012**.

Nominations for Semester 2 of 2012 will open on **Monday, 2 July 2012**. Nominations can be submitted at any time throughout the Semester and will close on **Friday, 7 December 2012**.

1. **MACGEORGE VISITING SPEAKER/PERFORMER AWARDS**

The Awards assist Schools/Departments/Faculties of the University to take advantage of ad-hoc opportunities to invite eminent speakers and performers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology to visit the University for the purpose of delivering a public lecture, oration, performance, symposium or conference presentation at the University. The focus is on public events that generate academic and cultural discourse of campus, adding to the experience of staff and students and contributing to the arts and culture in Melbourne by supporting the presence of eminent scholars and performers. Therefore, the public lecture, oration, performance, symposium or conference presentation should be scholarly and cultural and allow free attendance by the general public. The Awards will assist both domestic and international travel to the University for a brief, focused and occasional visit, but will not support residencies, academic exchange programs, research partnerships, field research and are not intended as additional funding for internal teaching programs.

1.1 **Benefits of the Award**

The speaker/performer will be provided with short-term accommodation at or near the University plus payment of reasonable expenses associated with his/her visit to the University for the purpose of delivering the public lecture, oration, performance, symposium or conference presentation only **up to \$ 2,000**.

1.2 **Conditions of the Award**

It is stipulated that each speaker/performer will —

- (i) receive a formal, written invitation from the host School/Department/Faculty to deliver a public lecture, oration, performance, symposium or conference presentation at the University;
- (ii) deliver a public lecture, oration, performance, symposium or conference presentation at the University on a topic of interest to the University and the Melbourne community within twelve (12) months of the date of the Award;

- (iii) use the title of *Macgeorge Visiting Speaker/Performer* for the purpose of the public lecture, oration, performance, symposium or conference presentation only;
- (iv) have paid expenses associated with his/her visit to the University for the purpose of delivering the public lecture, oration, performance, symposium or conference presentation only **up to \$ 2,000**;

and that the —

- (v) the host School/Department/Faculty must nominate before the event so as the Macgeorge Bequest can be appropriately recognised;
- (vi) University Schools/Departments/Faculties hosting Macgeorge Fellows, Macgeorge Speakers/Performers and/or promoting public events supported by the Macgeorge Bequest are requested to acknowledge support of the Bequest in advertising of, during the proceedings of, any print promotions or publications arising from, the public lecture, oration, performance, symposium or conference presentation with the phrase: *Supported by the Macgeorge Bequest*.

2. NOMINATION PROCEDURES

The Awards are made by the Committee which reserves the right to seek nominations through advertisement or direct solicitation.

2.1 Who Can be Nominated?

The Awards are open to eminent speakers and performers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology. They can be local, interstate or international visitors who are making a brief, focused and occasional visit to the University, but not persons visiting for the purpose of a residency, academic exchange program, research partnership, field research or internal teaching program. The candidate must be nominated by an appropriate School/Department/Faculty of the University to be eligible, and be hosted by the School/Department/Faculty as a visitor to the University if the nomination is successful.

2.2 How Can I Make a Nomination?

Nominations should be developed as a partnership between a School/Department/Faculty of the University of Melbourne and the individual. In making nominations, Departments must provide in the following order:

- (i) Memorandum/email from the Head/Director including statements about the —
 - a. merit of the proposed speaker/performer;
 - b. unique opportunity presented for a visit by the proposed speaker/performer, e.g. in terms of his/her availability;
 - c. expected benefits to the host School/Department/Faculty from the visit by the proposed speaker/performer;
 - d. how the Award would facilitate the visit, and if the visit would take place without the Award;
 - e. School's/Department's/Faculty's acceptance of the terms and conditions of the Awards including the requirement to host the visit to the University if the nomination is successful.

- (ii) Details of the candidate including:
 - a. current curriculum vitae;
 - b. 1-3 samples/abstracts/synopses of recent work by the candidate (these should be as representative as possible) or a web address/CD Rom where the work can be viewed/ heard.
- (iii) Proposed program for the visit to the University including:
 - a. dates of arrival and departure;
 - b. anticipated interaction between the candidate and University staff and students;
 - c. proposed title and brief summary of the proposed public lecture, oration, performance, symposium or conference presentation.
- (iv) Proposed budget for the award itemising the costs and stating the total funding sought (see Section 4.2 below).
- (v) The host School/Department/Faculty must nominate before the event so as the Macegeorge Bequest can be appropriately recognised;

Applications received directly from individuals without a covering nomination by a School/Department/Faculty of the University of Melbourne will not be considered.

Only one copy of the nomination papers is required, and these should be submitted to the office listed below. If sending by post, the nomination papers should be printed (not hand written), single-spaced, single-sided and stapled once (not placed in a folder or plastic sleeve). If sending electronically, the nomination papers should be combined as one document. Materials submitted with the nomination will not be returned.

2.3 Privacy Policy in Relation to Nominations

The information we are asking you to provide will be available to and used by the Committee, administrative staff and where necessary professional advisers in order to assess the candidate for an award. The University has a comprehensive policy addressing issues related to the responsible use, collection and security of, and access to personal information which can be viewed at the following website: <http://www.unimelb.edu.au/unisec/privacy/index.html>. You are entitled to access personal information held by the University under freedom of information laws as explained on the Privacy Officer's web site at — <http://www.unimelb.edu.au/unisec/privacy/index.html>.

2.4 What is the Closing Date for Nominations?

Nominations can be submitted at any time throughout each Semester. Opening and closing dates have been listed at the beginning of these guidelines. Nominations should be forwarded (preferably electronically) to the Secretariat Officer (contact details below).

3. SELECTION PROCESS

The selection process will be undertaken by the Committee. The Committee undertakes to make Awards in quick response to nominations throughout the year. The number of Awards in any year shall be determined by the Committee. The Committee reserves the right not to make Awards in any given year if it sees fit. Schools/Departments/Faculties will be advised in writing of the outcome of their nomination.

4. OBLIGATIONS OF THE HOST DEPARTMENT

4.1 Hosting the Visit

The nominating School/Department/Faculty must host the speaker/performer's visit to the University and ensure that they nominate before the event so as the Macgeorge Bequest can be appropriately recognised, including:

- (i) formally inviting the speaker/performer to deliver a public lecture, oration, performance, symposium or conference presentation at the University;
- (ii) booking accommodation for the speaker/performer;
- (iii) making travel arrangements for the speaker/performer;
- (iv) organising a public lecture, oration, performance, symposium or conference presentation by the speaker/performer;
- (v) promoting the speaker/performer's visit to the University and the public lecture, oration, performance, symposium or conference presentation;
- (vi) greeting the speaker/performer upon arrival;
- (vii) providing escort/directions to the venue and accommodation;
- (viii) facilitating the speaker/performer's interaction with the University and Melbourne community.

4.1.1 Issuing a Formal Invitation

The host School/Department/Faculty should send the speaker/performer a formal, written invitation to deliver a public lecture, oration, performance, symposium or conference presentation at the University, and subsequently negotiate the time, date and topic with the speaker/performer.

4.1.2 Making Travel Arrangements

The host School/Department/Faculty should make travel arrangements for the speaker/performer.

4.1.3 Booking Accommodation

The host School/Department/Faculty should make an accommodation booking at or near the University for the speaker/performer and provide escort/directions to the accommodation. Suggestions of accommodation which can be booked on-Campus or off-Campus are listed below:

On-Campus

University College

Queen's College

Graduate House

Melbourne Business School

Off-Campus

- *Rydges on Swanston*
701 Swanston Street, Carlton
Tel: (03) 9347 7811
Fax: (03) 9347 8225
Email: reservations_carlton@rydges.com
- *Quest Carlton on Finlay*
2-9 Finlay Place, Carlton
Tel: (03) 8341 4777
Email: questcarltononfinlay@questapartments.com.au
- *Best Western Travel Inn Hotel*
Cnr Grattan and Drummond Streets, Carlton
Tel: (03) 9347 7922
Email: res@travelinn.net.au
- *Vibe Hotel Carlton*
441 Royal Parade, Parkville
Tel: (03) 9380 9222
Email: vhcm@vibehotels.com.au

4.1.4 Organising a Public Lecture, Oration, Performance, Symposium or Conference Presentation

The host School/Department/Faculty should organise the public lecture, oration, performance, symposium or conference presentation by the speaker/performer. The topic will be the choice of the speaker/performer, but is expected to be of general interest to the University and Melbourne community. The host School/Department/Faculty should book a venue at the University through the Venue and Conference Management Office, <http://www.services.unimelb.edu.au/venuehire/>.

4.1.5 Promoting the Visit

The host School/Department/Faculty should promote the speaker/performer's visit, especially the public lecture, oration, performance, symposium or conference presentation, with assistance from the Marketing and Communications, <http://www.marcom.unimelb.edu.au/>. The Committee Of Management requests that all promotions and advertisements acknowledge the Macgeorge Bequest (see Section 1.2(v) above), and that invitation lists for the public lecture, oration, performance, symposium or conference presentation include the Committee of Management members (details will be provided to the Department in the confirmation letter from the Committee of Management).

4.2 Funding Arrangements

The Committee will contribute **up to \$ 2,000** toward the total cost of the visit by the speaker/performer. It is intended this will contribute toward reasonable expenses associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer.

The funding cannot be used for meals, gifts or spouse/partner/family expenses, and symposium/conference support will be restricted to expenditure directly on the visit by the nominated speaker. Reasonable expenses can include:

- (1) Economy class, return airfare for the speaker/performer for the leg of the trip pertaining to his/her visit to the University only (see Section 4.2.1 below).
- (2) Taxi fares or car hire fees for the speaker/performer for the leg of the trip pertaining to his/her visit to the University only (see Section 4.2.1 below).
- (3) Accommodation fees at or near the University for the speaker/performer (see Section 4.2.2 below).
- (4) Advertising fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer (see Section 4.2.3 below).
- (5) Venue fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer (see Section 4.2.4 below)
- (6) Formal reception at the University for the speaker/performer.

The actual value of the funding will depend on the proposed length of stay and the amount of the above expenses. **The host School/Department/Faculty is required to draw up a budget based on Award funding of \$ 2,000, listing the items of expenditure, and include this budget in the nomination.**

It is required that funding from the Macgeorge Bequest be accurately recorded and appropriately spent for auditing and accountability. Therefore, the host School/Department/Faculty must establish a separate Themis group code for the Award against which expenditure can be made, and against which the Committee of Management will make reimbursement to the host School/Department/Faculty from the funding allocation. Reimbursement will be made after the Committee has received from the Department an award report including a breakdown of the approved items of expenditure for the Award (see Section 4.3 below).

4.2.1 Travel Expenses

The funding allocation can include the cost of an economy class, return airfare and taxi fares or car hire fees for the speaker/performer. This will be for the leg of the trip pertaining to his/her visit to the University only. The host School/Department/Faculty should use the School/Department/Faculty corporate card to pay for the airfare and car hire fees, and charge this against the School/Department/Faculty Themis group code for the Award. For taxi fares, the School/Department/Faculty should issue cab charge vouchers. Alternatively, the School/Department/Faculty can later obtain from the speaker/performer itemised, original, tax receipts showing the speaker/performer's payment of the airfares, taxi fares and car hire fees, so the School/Department/Faculty can reimburse him/her directly.

The receipt should clearly itemise the fee, tax and its status as 'paid'. These expenses should be charged against the School/Department/Faculty Themis group code for the Award.

4.1.2 Accommodation Fees

The funding allocation can include a contribution toward the room booking fee for the speaker/performer during the visit to the University. The host School/Department/Faculty must charge accommodation expenses against the School/Department/Faculty Themis group code for the Award, and obtain from the accommodation vendor an itemised, original, tax invoice addressed to the University.

PLEASE NOTE: *The funding cannot be used for meals, gifts or spouse/partner/family expenses.*

4.2.3 Advertising Fees

The funding allocation can include a contribution toward advertising fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer. When booking advertisements, the host School/Department/Faculty should ask Marketing and Communications at the University to charge advertising fees against the School/Department/Faculty Themis group code for the Award.

4.2.4 Venue Fees

The funding allocation can include a contribution toward venue fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer. When booking a venue, the host School/Department/Faculty should ask the Venue Management Office at the University to charge advertising fees against the School/Department/Faculty Themis group code for the Award.

4.3 Providing an Award Report

The host School/Department/Faculty must provide the Committee with a report on the outcome of the speaker/performer's visit to the University including details of the:

- (i) dates of the visit by the speaker/performer;
- (ii) public lecture, oration, performance, symposium or conference presentation delivered by the speaker/performer;
- (iii) speaker/performer's interaction with staff and students;
- (iv) speaker/performer's accommodation;
- (v) School/Departmental/Faculty expenditure for the speaker/performer's visit. Please ask the School/Department/Faculty Finance Officer to provide a covering statement of the total amount for which the School/Department/Faculty is seeking reimbursement with a breakdown of the expenditure items, and attach as documentation a printout from Themis that itemises the expenses and shows the Departmental Themis group code for the award. Reimbursement will be made after the Committee has received the report and approved the items of expenditure.

The reconciliation and Award report must be submitted to the Secretariat Officer within **two (2)** months after the conclusion of the speaker's/performer's visit.

5. THE MACGEORGE BEQUEST

5.1 Norman and May Macgeorge

Norman Macgeorge, artist and patron of the arts, lived at Fairy Hills, Ivanhoe, with his wife May from 1911 until his death in 1952. May was a fellow artist and granddaughter of overlander pastoralist and ships Captain John Hepburn (which he pronounced "Hebburn") 1800-1860 who built Smeaton House in central Victoria, a Colonial Regency Style Georgian building dated 1849-50, and now registered by the National Trust of Australia.¹ Further information about Norman and May Macgeorge is provided by the Ian Potter Museum of Art at www.art-museum.unimelb.edu.au/fairyhills/index.htm.

¹ Marginson, Ray D, "Welcome to the Macgeorge House", pamphlet, Parkville, the University of Melbourne, 12 April 1984.

On the death of May Macgeorge in 1970, the joint intention cherished by the Macgeorges and expressed in their Wills came into effect. This was to leave to the University their house and land, furniture, paintings, books and all effects, together with some capital. The bequest was to enable the fulfilment of their wish to promote the arts at the University, especially postgraduate study of the arts. The Macgeorge Visiting Speaker/Performer Awards are funded by the Macgeorge Bequest.

5.2 Management of the Bequest

The University entrusted the administration of the Macgeorge Bequest to a Committee of Management under University Trust Record, UTR7.98, with responsibility to maintain the house and grounds and to provide for its use in accordance with the intentions of Norman and May Macgeorge. This Committee is made up of senior academics, curators, administrators and financial advisors. University Trust Record, UTR7.98 is located at <http://www.unimelb.edu.au/unisec/utr/pdf/utr7098.pdf>.

6. FURTHER INFORMATION

These guidelines are also located at <http://www.unimelb.edu.au/unisec/Macgeorge>. Please address queries and submit nominations and award reports to:

Ms Leanne Fisher
Secretariat Officer (Council Secretariat)
University Secretary's Department
The University of Melbourne
Victoria 3010
Tel: 8344 4721
Fax: 8344 6897
Email: lmfisher@unimelb.edu.au