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:
     o possible range of dates and times for the event
     o proposed budget, and who will fund the event
     o names of senior proposed attendees and any other attendees: for example, MPs, Governor, etc.
     o why the Vice-Chancellor and/or Chancellor should be invited, and who will be taking official roles
     o 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

1. EVENT ORGANISER
   - Do not set a date for the event.
   - Do not announce the event.
   - 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 is funding the event
     - brief description of event
     - why members of Council should be invited
     - draft text of invitation.

2. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST
   - Approves the 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 recommends invitation request to the Chancellor.
   - When approval from Chancellor is received, the Vice-Chancellor’s Office advises the event organiser, with a copy to Executive Officer to Council, in Governance Support Unit.
   - Advises if the UTS Events Team should be involved in organising the event (at expense of area proposing event).

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

4. CHANCELLOR’S OFFICE
   - Chancellor approves inviting members of Council, and provides comment on draft invitation.

5. EVENT ORGANISER
   - Makes any amendments to invitation requested by Chancellor and sends final version to Executive Officer to Council, Governance Support Unit.
   - Enters event into the EPS University-wide events management system.

6. GOVERNANCE SUPPORT UNIT (GSU)
   - Sends invitations to members of Council on behalf of the event organiser.
   - RSVPs go to the event organiser.
   - The event organiser is to advise the Executive Officer to Council of RSVPs.
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.