

THE AUSTRALIAN NATIONAL UNIVERSITY
Office of the Vice-Chancellor

Speeches and Speech Notes

The Vice-Chancellor is often invited to speak at formal or ceremonial occasions, or on less formal occasions such as book launches or staff-student meetings. These guidelines have been prepared to assist those who have made such an invitation, so that the Vice-Chancellor and his office are adequately briefed on the occasion, the guest list, and the nature of the speech or talk required.

1. Invitation

Please **contact the Office of the Vice-Chancellor as soon as you can**, if you intend to invite the Vice-Chancellor to be present and speak at an event. You can do this by phoning 6125 2510 or by emailing vc@anu.edu.au. You will need to allow one or two days for confirmation of his attendance.

If you extended a **verbal invitation** to the Vice-Chancellor, please follow it up with an email to the Office.

Once the Vice-Chancellor's Office has responded, **please email a follow-up confirmation** that sets out a brief description of the event, its purpose and likely attendees, the date and time of the event and the length of the speech or talk the Vice-Chancellor will give.

2. Speaking notes

- (a) Speaking notes should be sent to suzanne.rochester@anu.edu.au **three working days** before the event at which the VC is to speak.
- (b) They should **include other background material** that might be relevant. For instance, if the event is a book launch, it is useful to include promotional material, catalogue notes, reviews, bios of the author(s) and the book itself. If the event is the launch of an art exhibition, you should include a brief bio, a description of the work or works, its significance, or reviews if they are available. If the event is a conference, then background material would include an outline of the conference theme, description of other speakers, abstracts if they are available, and so forth.
- (c) Please provide a **phonetic spelling of unusual names**. Please also check and double check the usual spelling of all place and personal names, particularly of VIPs.
- (d) If there is anything you believe the Vice-Chancellor might want or needs to say in the speech or talk, please include it. This might include special acknowledgments or an announcement of some kind.

3. Running sheet.

The running sheet sets out the order of the event. It may, for instance, begin with meeting an ambassador, then proceed to the official welcome to guests, an invitation for the guest speaker to speak, and so on. Less formal events tend not to have a detailed running sheet although the organiser will have a mental running sheet such as “welcome guests, introduce VC, VC speaks, thank VC and invite guests to have a drink”. Please either **include a running sheet** with the speaking notes or a brief outline of how the event will proceed, in your email to the Vice-Chancellor’s Office.

4. Guest list/attendees

Some events have formal guest lists with RSVPs required, and others don’t. For formal events, please also include the guest list once most of the guests have responded. The Vice-Chancellor likes to acknowledge the presence of particular visitors; this is particularly so when dignitaries attend. If the guest list and speaking notes cannot coincide, please contact the Vice-Chancellor’s Executive Officer so that allowance can be made for late RSVPs.

It is important to make sure that in such formal occasions, the names, titles, honorifics and attachments of visitors are accurate. If the visitor is a member of the state or federal parliament, you should check the relevant website for details. For instance, members of the federal parliament are listed on the Parliament of Australia website at <http://www.aph.gov.au/>. The diplomatic list and consular corps are listed on <http://www.dfat.gov.au/protocol/>.

If the event you are organising is informal, it is still helpful to let the Vice-Chancellor’s Office know who the attendees will be – eg, “about two dozen departmental staff and postgraduate students”, or the “Heads of the Schools and Departments of the Faculty and their spouses”.

5. Where/when/how/who

Please also include these details:

- (a) **Date and time of the event**, and the time the Vice-Chancellor will be speaking or presenting.
- (b) Location. You may need to **enclose a map or diagram** of the location, and it is also helpful to know the closest parking site, if relevant.
- (c) Contact. You should include **one or two names and contact phone numbers** of people whom the Vice-Chancellor or his office could contact on the day. There’s no point in including a work phone number if the contact is at the event and away from the phone. If the contact is to be used, it’s likely to be within a few minutes of the event starting.

6. And finally ...

We understand that things can go wrong, that the unexpected happens, that Murphy's Law is real. Our job in the Vice-Chancellor's Office is to assist him and you in making sure that things proceed as smoothly as possible. So if you can't follow these guidelines for any reason, or if something's delayed, or if there's a change, please call or email us. We can cope with almost any eventuality provided we know about it. But please give us as much notice as we can; the Vice-Chancellor's schedule is always busy and often very tight and it is not always possible to respond instantly.

Contact:

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