

MACGEORGE VISITING SPEAKER/PERFORMER AWARDS

2024 Guidelines

The Macgeorge Bequest Committee of Management seeks nominations from Schools/Departments/Faculties of the University of Melbourne for the Macgeorge Visiting Speaker/Performer Awards.

1. MACGEORGE VISITING SPEAKER/PERFORMER AWARDS

The Macgeorge Visiting Speaker/Performer Awards assist Departments/Schools/Faculties to invite eminent speakers and performers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy or anthropology to deliver a public lecture, oration, performance, symposium or conference presentation at the University.

The focus is on public events that generate academic and cultural discourse on campus, enriching the experience of staff and students and contributing to the arts and culture in Melbourne. The public lecture, oration, performance, symposium or conference presentation should be scholarly and cultural, and allow free attendance by the general public.

The Awards include a category for online presentations. This will assist speakers/performers to deliver a public lecture, oration, performance, symposium or conference presentation online if they are unable to visit the University in person.

1.1 Benefits of the Award

The Awards will assist 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, or internal teaching programs. The speaker/performer is to be provided with short-term accommodation at or near the University plus payment of reasonable expenses associated with his/her visit for the purpose of delivering the public lecture, oration, performance, symposium or conference presentation. Funding will be awarded up to \$2,500.

In the case of an online presentation, if the speaker/performer is not visiting the University in person, funding will be awarded up to \$1000 per speaker/performer for a solo presentation OR up to \$500 per speaker/performer for a presentation involving more than one speaker/performer.

1.2 Conditions of the Award

It is stipulated that each Visiting Speaker/Performer will —

- (i) 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 months of the date of the Award. The public lecture, oration, performance, symposium or conference presentation must be free to the general public.
- (ii) use the title of *Macgeorge Visiting Speaker/Performer* for the purpose of the public lecture, oration, performance, symposium or conference presentation only;
- (iii) 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 **up to a total of \$ 2,500;**

- (iv) in the case of an online presentation, if the Speaker/Performer is not visiting the University in person, be awarded **up to \$1000** for a solo presentation OR **up to \$500** where the presentation involves more than one speaker/performer.
- (v) submit a report on the completed visit to the School/Department/Faculty within two months of completing the visit;

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?

Schools/Departments/Faculties may nominate eminent speakers and performers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy or anthropology. They can be local, interstate or international visitors who are making a brief, focused and occasional visit to the University, or presenting online. They may not be persons visiting for a residency, academic exchange program, research partnership, field research or internal teaching program.

2.2 How can I make a nomination?

The host School/Department/Faculty must nominate before the event so the Macgeorge Bequest can be appropriately recognised. Nominations should be developed as a partnership between a School/Department/Faculty of the University of Melbourne and the individual. Applications received directly from individuals without a covering nomination by a School/Department/Faculty of the University of Melbourne will not be considered.

Nominations must include, 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/presentation 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/presentation;
 - d. how the Award would facilitate the visit/presentation, and if the visit/presentation would take place without the Award;
 - e. School's/Department's/Faculty's acceptance of the conditions of the Awards including the requirement to host the visit if 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 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) A budget itemising costs and stating the total funds sought (see Section 4.3 below).

Nominations must be compiled as a single document and emailed to:

Dr Elizabeth Nelson
Committee Secretary, Macgeorge Bequest Committee of Management
Email: lnelson@unimelb.edu.au

2.3 Privacy Policy

The information you provide will be available to the Committee and administrative staff in order to assess the candidate for an award. The University has a comprehensive [privacy policy](#) on the responsible use, collection and security of, and access to personal information. You are entitled to access personal information held by the University under [Freedom of Information](#).

2.4 Closing Dates

Nominations can be submitted at any time throughout each Semester during the following application periods:

Semester 1, 2024: [Monday, 5 February – Friday, 21 June](#)

Semester 2, 2024: [Monday, 22 July – Friday, 15 November](#)

3. SELECTION PROCESS

The selection process will be undertaken by the Macgeorge Bequest Committee of Management. 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, including:

- (i) sending the speaker/performer a formal, written invitation 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. The host School/Department/Faculty should book a venue at the University through the Venue Office:

<http://www.services.unimelb.edu.au/venuehire/>

- (v) promoting the speaker/performer's visit to the University and the public lecture, oration, performance, symposium or conference presentation with assistance from the Marketing and Communications, <https://staff.unimelb.edu.au/marketing-communications>. All related promotions, advertisements, and publications must acknowledge the Macgeorge Bequest with the phrase: *Supported by the Macgeorge Bequest*.

Invitation lists for the public lecture, oration, performance, symposium or conference presentation must include the Macgeorge Bequest Committee of Management members (details will be provided in the Award letter).

- (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;
- (ix) in the case of an online presentation, organising and facilitating the presentation;
- (x) Provide a report on the completed visit to the Committee Secretary, Macgeorge Bequest Committee of Management.

4.2 Accommodation

Accommodation suggestions are listed below:

On-Campus

- *University College*
- *Queen's College*
- *Graduate House*
- *Melbourne Business School*

Off-Campus (The University has established agreements with the following providers)

- *Rydges on Swanston*
701 Swanston Street, Carlton
Tel: (03) 9347 7811
Email: reservations_rydgesswanston@evt.com
- *Quest Royal Gardens*
8 Royal Lane, Fitzroy
Tel: (03) 9419 9888
Email: questroyalgardens@questapartments.com.au

Off-Campus (No agreement with the University)

- *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: carlton@vibehotels.com.au

4.3 Funding Arrangements

The Award will contribute **up to \$2,500** 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.

In the case of an online presentation, if the speaker/performer is not visiting the University in person, funding will be awarded **up to \$1000** per speaker/performer for a solo presentation OR **up to \$500** per speaker/performer for a presentation involving more than one 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 related to the visit by the speaker/performer. Reasonable expenses include:

- (i) 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 4.3.1 below).
- (ii) 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 4.4.1 below).
- (iii) Accommodation fees at or near the University for the speaker/performer (see Section 4.3.2 below).
- (iv) Advertising fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer (see Section 4.3.3 below).
- (v) Venue fees associated with the public lecture, oration, performance, symposium or conference presentation by the speaker/performer (see Section 4.3.4 below).
- (vi) Formal reception at the University for the speaker/performer.
- (vii) Speaker/Performer fee for online presentation.

Funding from the Macgeorge Bequest must 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. The Committee will authorise reimbursement to the School/Department/Faculty up to the amount awarded after it receives the award report (see Section 4.4 below).

4.3.1 Travel Expenses

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.

4.3.2 Accommodation Fees

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.*

4.3.3 Advertising Fees

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.

4.3.4 Venue Fees

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.

4.4 **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/presentation. 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 Macgeorge Bequest Committee Secretary within **two 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 grand-daughter 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

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

Further information about Norman and May Macgeorge is provided by the Ian Potter Museum of Art at <http://www.art-museum.unimelb.edu.au/collection/named-collections/namecol/9>.

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/data/assets/pdf_file/0012/1793487/UTR-7.98-Macgeorge-Bequest-Amendment-Certified-on-2-March-2016.pdf.

6. FURTHER INFORMATION

Please address any queries and submit nominations and award reports to:

Dr Elizabeth Nelson
Committee Secretary, Macgeorge Bequest Committee of Management
Email: lnelson@unimelb.edu.au

PLEASE NOTE THERE IS NO APPLICATION FORM.