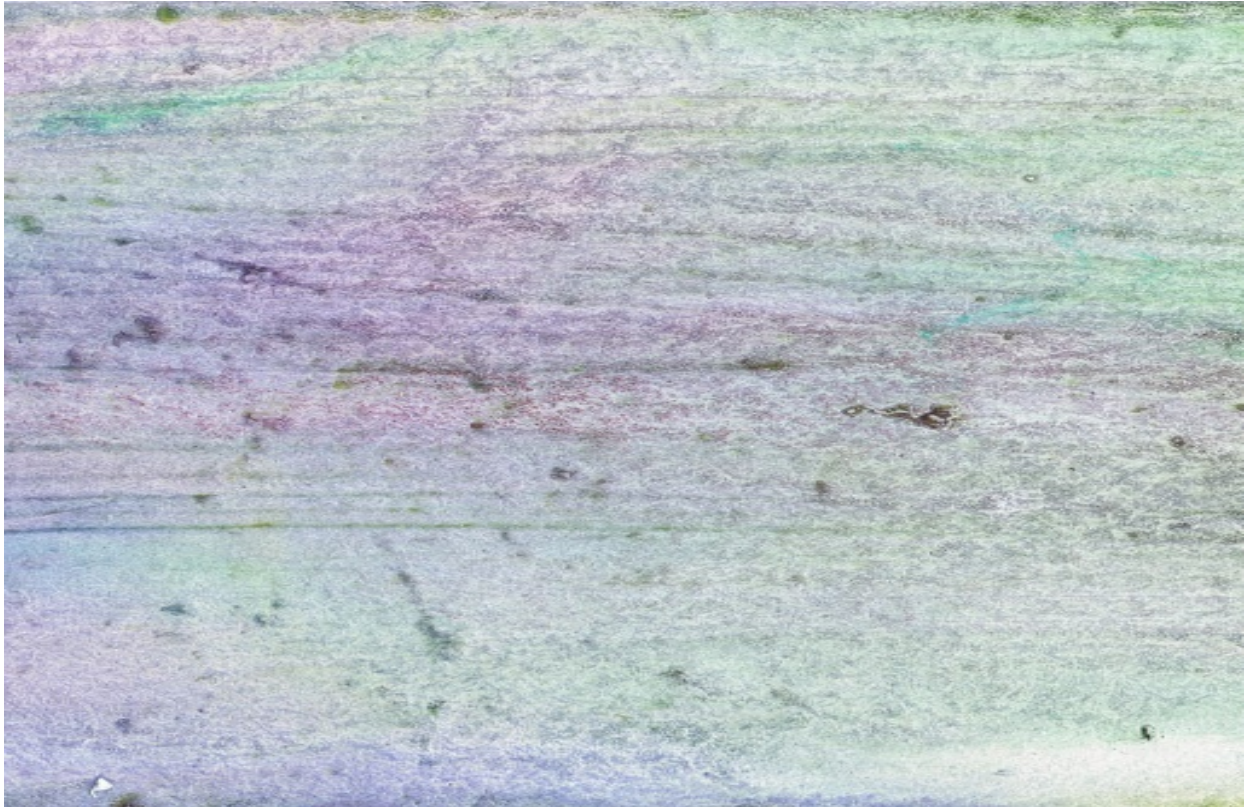




Australian
National
University

GENDER INSTITUTE



EVENT ORGANISING GUIDE ANU GENDER INSTITUTE

ANU
GENDER
INSTITUTE

The purpose of this guide is to provide detailed procedures and contact information for Gender Institute grant recipients who wish to organise an event.

Set event parameters

- what type of event is it - conference, workshop, seminar, lecture?
- who are the target audience/s
- what are your goals and objectives
- set a time and date*
- what is the budget
- how big should the event be (participants and attendees)
- who is the main event contact person/s

It is a good idea to check the [University](#), College and School calendars to make sure there are no clashes with other major events.

Who does what

Grant recipient

Grant recipients must seek the support of their School / College, ANU Strategic Communications and Public Affairs (SCAPA) or any other body for the following:

- select and book venues and facilities
- organise catering, *if required*
- book travel and accommodation, *if required*
- liaise with SCAPA if VIP guests will be attending the event
- fill out [Functions on Campus eForm](#) at least 4 weeks prior to the event
- promote event internally via School and College website and social media pages and externally via [ANU events](#)
- source voice recorders, roving

microphones, laser pointers and cameras, *if required*

- create event programs and event flyers
- order conference pack items
- collect and return Gender Institute banner and newsletter signup sheet

Gender Institute

The Gender Institute will undertake the following:

- request transfer of funds to grant recipients via the R-ledger
- promote event internally and externally via the Gender Institute mailing list, website, weekly newsletter and social media pages
- support in setting up event registration
- assist with creation of event flyers and posters

SCAPA

[SCAPA](#) is the University's central point for corporate, internal and external communication, media relations, community engagement, public lectures and outreach, government relations, Executive briefings for participation in events, and VIP visits and protocol. SCAPA can help you maximise your event's potential, boost your outreach and make sure protocol is met.

SCAPA can assist with the following:

- media engagement
- other promotional activities through ANU channels
- University Executive participation
- VIP invitation and visits
- suggest video and photography services (pay for use)

Venue booking

Different locations on campus are suitable for different types of events, for different reasons. Securing the appropriate space for your event should be your first step, as venue rooms on campus are often booked out months in advance. Room availability can be checked through the [ANU timetabling website](#). When requesting the booking, provide information about the event (e.g. date, time, event title, event type and if there is catering associated with it).

Venues on campus have different avenues of booking:

- HW Arndt Building

Contact infrastructure.cbe@anu.edu.au to book these rooms: Fred Gruen Economics Seminar Room (55-150 depending on layout), Lecture Theatre 1, Lecture Theatre 2, Tutorial Room 1, Tutorial Room 2-7.

- Baldessin Precinct Building

Contact **CHL admin**, admin.chl@anu.edu.au to book these rooms (capacity): Staff Common Room (50), Level 3 and 4 seminar rooms (20), Basham (15), Tram (8), Tardis (6).

- College of Business and Economics

Contact infrastructure.cbe@anu.edu.au to book these rooms: CBE Building Foyer/Concourse (60-300 depending on layout), The Allan Barton Forum (48-150), Meeting Room 2.53 (10), College Board Room 2.58 (24), Lecture Theatres 1-4 (65), Tutorial Rooms 1-6 (25), Tutorial Rooms 7-8 (40).

- Centre for China in the World (CIW)

Contact the **CIM admin team** ciw@anu.edu.au to book these rooms: Auditorium (210 tiered theatre), seminar room A and B (20 each), Boardroom (17), reception room (10).

- HC Coombs Building:

Contact **CHL admin**, admin.chl@anu.edu.au to book these rooms: Talanoa (12), Small meeting room (6).

Contact **CAP Facilities**, cap.facilities@anu.edu.au to book these rooms: Coombs Lecture Theatre (365 tiered theatre), Coombs Seminar Rooms A, B, C, D, E, F and other meeting rooms (12-30), Coombs Extension 1.04 (45 flat seminar room), 1.13 (20).

Contact **Centre of Excellence for the Dynamics of Language (CoEDL) team** coedl@anu.edu.au to book the Engma Room (30).

- JG Crawford Building

Contact **CAP Facilities**, cap.facilities@anu.edu.au to book these rooms: Crawford lecture theatres: Molonglo (200), Weston (120), Acton (73), Brindabella (56), Miller (40), Crawford meeting and seminar rooms (12-48), Canberry/Springbank Room (50-80 depending on layout).

Contact CAP - Crawford Executive Services, crawford@anu.edu.au, to book Barton (90), (this venue is managed by CAP but it is a CASS (ANZSOG) owned space requiring ANZSOG approval)

- Hedley Bull Building

Contact **CAP Facilities**, cap.facilities@anu.edu.au to book these rooms: Hedley Bull Theatre 1 (100 tiered theatre), 2 (60 tiered theatre), 3 (35 flat seminar room).

Contact **Coral Bell School admin team** bellschool@anu.edu.au to book these rooms: Atrium, reading and boardrooms (10-20).

- John Curtin School of Medical Research (JCSMR)

Contact jcsmr.reception@anu.edu.au to book these rooms: Finkel Theatre (200), meeting and seminar rooms (10-40).

- College of Law

Contact venuehire@anu.edu.au to book these rooms: College of Law Theatre

(164), Law Link Theatre (100), Sparke Helmore 1 and 2 (65 each).

- o Menzies Library

Contact venuehire@anu.edu.au to book the McDonald room (70 flat seminar room).

- o School of Music

Contact music.venues@anu.edu.au to book Llewellyn Hall (1335: 960 in the stalls and 375 in the gallery), Larry Sitsky Recital room (120).

- o Sir Roland Wilson Building

Contact administration.rsha@anu.edu.au to book these rooms: Conference room 1.02 (160), 2.01, 2.01A Lady Wilson, Theatrette 2.02 (105), Seminar rooms 3.02, 3.03/3.04 (30).

- o University House

Contact events.unihouse@anu.edu.au to book these rooms: Common Room (40-250 depending on layout), Drawing Room (30-80), Fellows Room (15-25), Great Hall (40-350), Joplin Room (12), Seminar Rooms A, B and C (18-40), Torrance Room(15-20), Stanner Room (15-25), Scarth Room (35-60), Forrest Room (10-18).

- o Ursula Hall

Contact Ursula.Hall@anu.edu.au to book these rooms: Angela Cooney study rooms, Common room, Community room, The Chapel room.

Other venues on campus can be booked through **Venue Hire**, venuehire@anu.edu.au.

You may need to organise **after-hours access** to buildings on campus outside business hours. Please contact ANU Security security@anu.edu.au to organise access after-hours.

Facilities and equipment

Some things to consider when looking for a venue:

- Seating capacity of venues
- Technical requirements on the day, such as; lectern, microphones, powerpoint projector, recording facilities, lighting, aircon/heating, video
- Does the date clash with any other major events
- Where to serve the catering *if applicable*
- Where to set-up a registration desk or table to display promotional materials *if applicable*

AV Hire avhire@anu.edu.au can help you book any additional audio equipment. A [list of additional audio-visual equipment](#) is available to hire from **Central IT**. To request free temporary **wifi access** for your guests, please log a job with the [Service Desk](#). The procedure is outlined on the [Guest access to ANU Wireless Network](#) webpage.

Welcome to Country / Acknowledgment of Country

Where speeches or formal proceedings are occurring, a Welcome to Country or Acknowledgment of Country needs to be performed. To organise a Welcome to Country, please visit the [ACT Government website](#). For information on how to organise an Acknowledgment of Country, visit the [ANU website](#). For further guidance or recommendations, contact the ANU Tjabal Centre tjabal.centre@anu.edu.au.

Registration

Some things to consider:

- Will there be registration fees and if so, how much?

➤ Will you be using Eventbrite or the ANU Registration System? The Gender Institute can create a registration webpage on your behalf, *if needed*.

Please note that actual attendance is usually 40-70% of the RSVPs, and as such can be hard to predict.

ANU Web Conference Registration

It is ANU policy all receipts issued by the University can only be produced from approved ANU receipting systems. Therefore if you wish to charge a registration fee, you will need to use the ANU Web Conference Registration system.

To use the system, please download and complete the [web conference registration form](#) and submit to Finance and Business Services fbs-bso@anu.edu.au. The Finance and Business Services team will then setup the conference page and notify the event administrator when the configuration is complete. The event administrator will review the website, enter test transactions and then add the link to the conference website.

Running Order

Prepare a running order and share with organising team and speakers.

Things to consider when preparing your running order include:

- who will do Welcome to/Acknowledgment of Country?
- who will introduce your speaker/performer?
- who will open exhibition etc?
- will you open the floor up to questions?
- who will give the vote of thanks?

Publicity

Please contact the Gender Institute administrator admin.genderinsitute@anu.edu.au, at least 6 weeks before your event with the following information:

- event/project title
- name of speaker/s and affiliations
- time and date
- venue
- abstract of the talk/description of the event: 100-200 words
- short speaker biographies
- contact person including name and email
- type of event (PhD seminar, book launch, seminar series etc.)
- high resolution image

Your event will be advertised via the Gender Institute, social media pages and the weekly newsletter. Other Schools within the College may also advertise the event if it is relevant to them.

There are many possible ways to promote an event at the ANU. Some options available include:

- [ANU Events website](#)
- ANU newsletters - SCAPA sends out three regular newsletters: the public lectures email to over 5,000 people who have registered for the email and What's On and On Campus to staff and students. Contact SCAPA for this.
- media - is your event 'newsworthy'? If so, SCAPA can help develop and implement a media strategy to support your event.
- social media - SCAPA can help you target this audience. Contact SCAPA
- Your School's and/or College's website

Catering

If you have a budget to do so, you may wish to organise some catering for your event.

Some things to consider if you want to cater for your event:

- numbers to cater for
- type of catering (morning tea, afternoon tea, lunch, reception)
- determine the venue suitability and room set up
- how to determine dietary requirements of the attendees and catering numbers prior to event (Eventbrite or ANU registration system)
- budgetary limitations: is it easier to self-cater
- it is usually wise to slightly undercater for multi-session events such as conferences as not all attendees will attend every session.
- make sure you confirm with the caterer if you or they have any specific needs, such as tables, table cloths, electrical outlets, specific dietary requirements etc.

There are a wide range of catering options **on campus**. A [list of businesses](#) which cater for a variety of functions on campus, including morning and afternoon teas, small and large lunches, conferences, cocktail parties and formal dinners is available online.

If you plan on catering yourself or hiring external contractors you need to ensure you have appropriate insurance and approval. Most caterers will have taken our personal liability insurance but it is always good to double check.

For all food and drink related expenditure, a [Fringe Benefits Tax \(FBT\) Declaration form](#) should be completed with accompany invoices/receipts to be processed for payment. Keep track of the numbers being catered for; clients, employees and associates. Please review the form in advance to understand what type of catering attracts FBT and a list of University cafes. Some funding providers do not cover FBT so this should be avoided where possible.

Functions on Campus

eForm

Functions on Campus (FoC) is the application process for holding functions on University grounds and within University facilities. Functions include staff, student or external organised social, cultural, fundraising or sporting events.

This application process applies to all University facilities (including rooms within buildings) and the placement of posters and other promotional material around campus. It also includes any external area of the campus grounds, such as ovals, the banks of Sullivan's Creek, Union Court, barbecue areas and the Forestry Fire Pit.

The University needs to be made aware of all Functions in order to comply with a duty of care for staff, students and visitors to campus. This includes the management of risks, and issues such as security and safety. This also allows the University to mitigate traffic and noise, as well as to minimise disruption to other campus users.

Additionally, the University must authorise the sale, supply or consumption of alcohol at Functions under the *ANU Liquor Statute 2015* on any part of the campus and this is managed through the FoC process.

Currently, you need to complete the [FoC eForm](#) if the function is organised by ANU staff or students, for all functions except if it will be held at one of the following locations: Burgman College, John XXIII College, Bruce Hall, Burton & Garran Hall, Fenner Hall, Toad Hall, Ursula Hall, Kinloch Lodge (UniLodge), Lena Karmel Lodge (UniLodge), Davey Lodge (UniLodge), Warrumbul Lodge (UniLodge), University House, Graduate House, Llewelyn Hall/School of Music, Drill Hall Gallery, Pop-Up Village, Inside any commercial operation on campus (unless function is outside their leased area).

Checklist before completing the functions on campus eform

- Watch the training video: <https://youtu.be/DfCc9uv38B4>
- Venue is booked, date and time confirmed, with email or document indicating this to upload on form.

- Advertising material produced but not disseminated (official logo received from ANU Marketing)
 - Obtained or produced an evacuation plan for the venue. Evacuation maps are available from the area that manages the building you have booked. Evacuation plans for CAP-managed buildings are available on the CAP intranet: [Home](#) » [Information hub](#) » [Safety and security](#) » Emergency and Evacuation. This includes Coombs, Hedley Bull & Crawford
 - If alcohol is to be served, someone with an RSA needs to be present if ANU staff are not running the event. It is recommended but not essential if it is a staff event. It may be worthwhile training as one in case. You will also need to ensure that adequate amounts of water are available.
 - If food is being served, think about how it will be transported and stored to ensure adherence to food safety standard.
 - If you are using an external caterer, obtain a 'Certificate of Currency' from them.
 - Know where the venue is located, how attendees will access it and where disabled access and parking will be located (this is needed for the Mud Map).
- set timeframes for receipt of abstracts, bios, papers and presentations.
 - other information that may need to be included in the program: convenor welcome, key contacts/conference organisers, transport information, mailing list information, venue map, advertising for other events, and wifi access details

ANU Marketing can help with creating conference brochures and other event marketing material for ANU events. Fill in the [Marketing request form](#) around 8 weeks before the event to give the team ample time to assist you.

Once the brochure is completed, you can get the [University Printing Service](#) to print out copies of the brochure at a cost to you.

Conference packs

Most conferences will have conference packs for the attendees. Conference packs usually include items that help attendees during the conference. Some items to consider including in conference packs:

- conference program
- name tags
- writing pads and pens
- folder/satchel/bag
- campus map
- marketing materials such as flyers for courses, events, book launches, and also School, Centre or Institute information

You can order most ANU branded conference items via the [ANU Shop](#). If what you are looking for is not available via the ANU Shop, another option is ordering through [OfficeMax](#) - the University's preferred supplier.

Accommodation

There are a number of accommodation options for interstate and overseas visitors that are on or close to campus.

Conference/Symposium program

If you are organising a conference, it is important to have a conference program organised early to entice prospective attendees.

Some things to consider when organising the conference program:

- number of sessions and the session titles
- speakers and session chairs

If the grant recipient has received funding to go towards accommodation, then they are responsible for booking their own accommodation.

[University House](#) is the University's hotel accommodation, and offers a variety of room types and facilities. Another on-campus option is [ANU Apartments](#), which is available for short and long term stays. Other options close to campus can be

found on the [accommodation alternatives](#) webpage.

It is important to note, on-campus accommodation and to an extent, reasonably priced flights, get booked out really early during peak times. It is advisable to book as early as possible and have a back-up plan in case on-campus accommodation is not available.

A lot of the information gathered for this document originated from other resources available on the ANU website.

CAP Marketing support information: <http://staff.asiapacific.anu.edu.au/information-hub/outreach-communications-and-marketing>

SCAPA How To: Events guide: <http://scapa.weblogs.anu.edu.au/files/2014/10/How-To-Events.pdf>