



Free Public Lecture Series 2008 Application for Promotional Support

ASSISTANCE AVAILABLE

The University provides coordinated promotional support for free public lectures organised by an internal department, faculty or affiliated organisation.

The objective of this support is to ensure that the general public can better access the free public lecture program, and to assist departments in marketing their lectures. The program traditionally includes a selection of public lectures by prominent local, national and international speakers with lecture topics selected for general interest and accessibility.

We invite you to advise us of any free public lectures your area is mounting and we will *endeavour* to provide promotional support.

Promotional support will be in the form of:

- Listing in *The Voice* What's On (at editor's discretion)
- Listing in the Free Public Lecture bulletin. This bulletin is distributed via email to over 1000 members of the general community who subscribe to the bulletin.

You should also include your lecture on the University's internet events calendar.

(To submit your lecture details onto the events calendar visit <http://events.unimelb.edu.au/> and click on 'submit an event'.)

For further information regarding building supervision cost assistance refer to the Cost Assistance Policy and Guidelines at <http://www.services.unimelb.edu.au/venuehire/general/publiclec.html>

LECTURE DETAILS

All information provided at this time must be confirmed and correct. Details may be posted immediately onto listings available to the general public.

Indicate the category this lecture falls into Please tick

- Public Lecture (General)
- Inaugural Professorial Lecture
- Miegunyah Lecture
- Dean's Lecture Series

- Other (ie. A.N. Smith Memorial Lecture in Journalism) Please specify:

Please give particular consideration to the lecture title. The lecture title and speaker are the only description supplied in public lecture listings.

Lecture title:

Date: Starting time: Concluding time:

Venue (name of lecture theatre and building):

Speaker/s (name, including honorific/s and institution):



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BOOKINGS/RSVP

Are bookings required for this lecture? Please tick

- Yes
- No

Bookings telephone: Bookings email:.....

Bookings closing date (if applicable):

EXTERNAL ORGANISATIONS

Is this lecture presented in association with any external organisation/s? Please tick

- Yes
- No

If yes, which organisation/s?

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FURTHER INFORMATION

These contact details will feature in most public lecture listings, and will be the general public's contact point for further information. Please ensure that the telephone number is staffed during working hours.

Name:

.....

Department:

Telephone: Email:.....

Website (if applicable):

LECTURE COORDINATOR'S CONTACT DETAILS

Please supply details of the department contact/liaison person for the lecture. If as above please write 'as above'.

Name:

Telephone: Email:.....

This completed form should be completed and forwarded to
Chris Fargher
Marketing and Communications Division
Level 3, 780 Elizabeth St
Ph: 8344 1181 Fax: 9349 4921
Email: cfargher@unimelb.edu.au