

## PVC (R) Visiting Professor Lecture Series – Presentation Framework

To be used to promote talks by distinguished research visitors to Swinburne University of Technology invited to the university under the Board of Research's Visiting Professor Award Scheme.

ACTIVITY	TIMELINE	RESPONSIBILITY
<b>Pre-Event Organisation</b>		
<p><b>Confirmation of Talk/Venue/Catering</b></p> <ul style="list-style-type: none"> <li>■ Prepare and notify Swinburne Research of preferred date and time of presentation; title of presentation; 150 word abstract; and short bio sketch of presenter</li> <li>■ Confirm availability of PVC (R) and other key participants</li> <li>■ Book venue and technical requirements</li> <li>■ Book Lectopia</li> <li>■ Book catering</li> </ul> <p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>■ Advertise the event in the following (subject to availability):               <ul style="list-style-type: none"> <li>○ The Research Bulletin</li> <li>○ Research Event Database</li> </ul> </li> <li>■ Media Unit</li> <li>■ Official email</li> <li>■ Hosting faculty homepage</li> <li>■ Relevant industry / business / external university contacts</li> </ul>	<p>4 weeks prior to event</p> <p>4 weeks prior to event</p> <p>3 weeks prior to event following notification of venue by host</p> <p>2 weeks prior to event</p> <p>Approximately 3 weeks prior to the event (subject to publication dates)</p> <p>2-3 weeks prior to event</p> <p>2-3 weeks prior to event</p> <p>3 weeks prior to event</p> <p>2-3 weeks prior to event</p>	<p>Host and Visitor</p> <p>Host</p> <p>Host Swinburne Research</p> <p>Host</p> <p>Swinburne Research</p> <p>Swinburne Research PVC (R)</p> <p>Host Host</p>
<b>Event Day Organisation</b>		
<ul style="list-style-type: none"> <li>■ Check technical requirements / run through presentation</li> <li>■ Talk               <ul style="list-style-type: none"> <li>○ Introduction</li> <li>○ Presentation</li> <li>○ Question time</li> <li>○ Wrap-up</li> </ul> </li> <li>■ Refreshments</li> </ul>	<p>15 – 30 mins prior</p> <p>5 minutes</p> <p>50 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>40 minutes</p>	<p>Host / Visitor</p> <p>PVC (R) Visitor Visitor / PVC (R) / Dean / Host</p> <p>PVC (R) / Dean / Host Host</p>