



## **SSEAC EVENT SUPPORT**

### **GUIDELINES FOR SUPPORTING EVENTS ABOUT SOUTHEAST ASIA**

**Vision of the centre:** *The University of Sydney will be known locally, nationally and internationally for its breadth, depth and quality of research about Southeast Asia and its engagement with the region through its teaching and outreach.*

#### ***How do events help us achieve this vision?***

- To fulfil our role as the central point of information about Southeast Asia at the University of Sydney
- To encourage engagement with Southeast Asia across the university
- To build the centre's networks

#### ***What sorts of events will we support:***

- The event must be about Southeast Asia or one of the countries in the region (this includes: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste and Vietnam)
- The event must serve to promote SEA to the wider public or to parts of the University that might not otherwise engage with the region
- Preference will be given to events that are interdisciplinary
- Preference may be given to events co-hosted by more than one department or centre at the University, or with industry partners outside of the University

#### ***What do we do if an event is cancelled:***

- Partners who propose events are not liable for any expenses if the event is cancelled due to unforeseeable circumstances. However, if the planning failure lies with the proposer of the event, this may affect their ability to access event support in the future.

## **FORMS OF SSEAC SUPPORT**

### **Promotion - \$0**

For small scale events that do not require funding, or for events that we find out about with short notice and/or have already been organised.

#### ***What we can offer***

- Advice on event planning, venues, etc if requested
- Promote the event through SSEAC bulletin and social media
- Photography if required

#### ***What we require***

- Centre brochures are made available at the event and that SSEAC's support is mentioned in the invitation and at the event

#### ***Delegation of tasks***

- Communications and Events Officer to decide whether to take this on in consultation with Deputy Director
- Communications and Events Officer to liaise with relevant people
- Communications and Events Officer to manage communications

**Co-hosting - Up to \$500**

For seminars, book launches, film screenings etc related to Southeast Asia that are being pitched by a centre or department.

***What we can offer***

- Assistance with venue bookings
- Organise catering (if less than 40 people), make a contribution to catering (if requested and there are more than 40 expected)
- Assist with program development if needed
- Promote the event through bulletin and social media
- Photography if required

***What we require***

- Brochures are made available at the event
- SSEAC banner is displayed
- SSEAC's contribution be acknowledged in the invitation and at the event
- Where appropriate, a SSEAC representative (Deputy Director or Country Coordinator) plays a role in welcoming or moderating the event.

***Delegation of tasks***

- Communications and Events Officer to decide in consultation with SSEAC team
- Communications and Events Officer to liaise with relevant people involved in the event
- Communications and Events Officer to assist with program development, with assistance as required from DD
- Communications and Events Officer to manage communications and coordination with partners
- Communications and Events Officer to organise catering and venue

**Distinguished Speaker - Up to \$750**

For seminars given by a well-known academic or public figure who will have wide-ranging, cross disciplinary appeal for SSEAC membership. The speaker will either be a highly cited author from an internationally reputable institution or have conducted activities in the public domain such that hosting them at the University of Sydney will have wide-ranging marketing and communications benefits. An event like this will be expected to attract a minimum of 100 participants to be deemed viable. The event should be co-hosted and cross-promoted by at least one other department or centre at the University.

Distinguished speakers who have already received funding to attend the University of Sydney through any of SSEAC's mobility schemes are not eligible for additional logistics funding.

***What we can offer***

- Assistance with venue bookings
- Organise catering
- Assist with program development if needed
- Promote the event through bulletin and social media
- Photography if required
- Additional funding to supplement logistics (e.g. domestic flights or accommodation costs), within reason (as determined by SSEAC Director)

***What we require***

- Co-hosting departments/centres to advertise the event through their networks
- Co-hosting department to provide event MC or moderator (where appropriate)
- Brochures are made available at the event

- SSEAC banner is displayed
- SSEAC's contribution be acknowledged in the invitation and at the event
- Where appropriate, a SSEAC representative (Deputy Director or Country Coordinator) plays a role in welcoming or moderating the event.

#### **Delegation of tasks**

- Communications and Events Officer to decide in consultation with SSEAC team
- Communications and Events Officer to liaise with relevant people involved in the event
- Communications and Events Officer to assist with program development, with assistance as required from DD
- Communications and Events Officer to manage communications
- Communications and Events Officer to organise catering and venue

#### **Partner - From \$1000**

For larger scale events (e.g. conferences, workshops) that are co-badged with another centre or unit within the University of Sydney or with other universities or disciplinary associations, or industry partners (where relevant and aligned with SSEAC's goals). We would expect an event like this to draw a crowd of 200 participants or more to even be considered for this level of funding.

#### **What we can offer**

- Assistance with venue bookings
- Share costs of catering (depending on budget of partner)
- Contribute funding towards travel costs of speakers, speaker dinner, networking drinks etc (depending on budget of partner)
- Involved in program development
- Promote the event through bulletin and social media
- Photography if required

#### **What we require**

- Brochures are made available at the event
- SSEAC banner is displayed
- SSEAC's contribution be acknowledged.
- A SSEAC representative (Deputy Director or Country Coordinator) plays a role in welcoming or moderating the event.

#### **Delegation of tasks**

- SSEAC Director decides whether to take this on
- Deputy Director oversees program development (does a plan for the event, identifies speakers, liaises with speakers in the lead up)
- Communications and Events Officer organises a run sheet, makes sure that all logistics are dealt with
- Communications and Events Officer to manage communications
- Communications Officer to organise catering and venue
- Administrative Officer to manage payments

*If you require assistance with logistics, SSEAC requires 4-6 weeks' notice.*

*SSEAC reserves the right not to support any event at the discretion of the SSEAC team. While we do what we can to support our members, there will be times when scheduling or resources may prevent us from being able to assist with an event.*