

**HIGH-LEVEL VISITOR / MAJOR EVENT NOTIFICATION FORM**

Contact:  
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**PURPOSE OF THIS FORM:**

Please complete the fields below to notify, and where appropriate (according to the definitions contained within the *'High-level Visitor Notification and Invitation Protocol Requirements'*) seek the approval of the Pro Vice-Chancellor (Development) in order to invite high-level visitors to a Deakin University Campus and/or conduct a major event in the name of Deakin University.

**RELATED DOCUMENTS:**

Please refer to the *'Event and Visitor Protocol procedure'* for definitions of *'High-level Visitors'* and *'Major Events'*.

VISIT AND/OR EVENT DESCRIPTION	DATE(S)	PROPOSED VENUE/ LOCATION
<i>Example: A public lecture and formal lunch (including a facilities tour) at Deakin University's Warrnambool Campus.</i>	<i>Thursday 12 March, 2009</i>	<i>Building G</i>

**HIGH-LEVEL VISITOR/ MAJOR EVENT PROFILE:**

GUEST(S) AND/OR EVENT NAME	DETAILS OF HIGH-LEVEL VISITOR/ EVENT	OTHER INFORMATION:
<i>Example: Dr V. Important-Person AO (Current Federal politician)</i>	<i>Dr V. Important-Person is an invited speaker, he will address current students on climate change, the lecture is open to the Deakin community and the general public.</i>	<i>The lecture begins at 10:00am and will conclude at 11:00am. A Faculty organised lunch will be held afterwards to thank him for his time and presentation. The Dean and senior Faculty staff will be attending the lunch and host a tour of Campus.</i>

**DETAILS OF PERSON COMPLETING THIS FORM:**

NAME:	POSITION:	PHONE:	EMAIL:
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