Inviting an External Speaker on to Campus (RIGS-P17)

Prepared by RIGS-Event Team

Purpose: External speakers play a key role in university life, giving students, faculties and staff an opportunity to have access to a broad range of views and beliefs and allowing students to develop their own informed opinions. To encourage faculty to invite external speakers to visit GTIIT campus for academic exchange, RIGS will support with the inviting expense, in principle 1/3 covered by the faculty and 2/3 covered by RIGS. Below are the recommended protocols. Since international travel is not an option now, we'll define mechanisms for this in the future.

Item No.	Subject	Action	Responsibility	Response time	Reporting to
1	External Speaker Approval & Information Gathering	Write a brief recommendation, which must include: • Invitation approval from Program Heads • Name and title of the speaker, current affiliation • Purpose of the visit • Seminar details (offline/online) • The list of faculty members who would like to meet with the visitor • Funding Support (Appendix 1)	Faculty	Live updated	Program Head/ PVCAA/ VC
2	Eligibility checking	1. Receive the requirement from the faculty, and coordinate with the requirements 2. Liaise with operations for availability of venue & catering 3. Liaise with UO for eligibility of accommodation & COVID-19 travel limitation 4. Liaise with UG office for students' participation & classroom booking	Faculty/ RIGS-Event Team	Live updated (once the requirement is available)	Faculty PVCAA/ VC

		5. Liaise with NPA for event announcement & PR 6. Liaise with IT for availability of required equipment/technical support. 7. Liaise with Finance for reimbursement/honorarium issue 8. Coordinate with faculties meeting with the visitor			
3	Academic seminars announcement (To faculty & staff & students)	Compile the information according to standardized seminar announcement form, and send out announcement& warm reminder through RIGS email account.	RIGS-Event Team	At least one month prior to the event	Faculty/ PVCAA/ VC
4	Coordinate with the implementation	• Venue booking with UG office (if event is to be held at teaching building) • Venue booking with Operations (non-classroom location) • Check with Operations for catering/refreshment arrangements • Check with IT support for audio-visual support/equipment preparation/testing • Check with Finance for reimbursement or related issues • Pick-up car arrangements	Faculty/ RIGS-Event Team	Live Updated	Faculty/ PVCAA/ VC
5	Seminar management/ Information record	Ensure smooth operation/Record the event information	RIGS-Event Team	Live updated One week post event	Faculty/ PVCAA/ VC