

Indigenous Engagement Request Form

Please use this form to notify the Office of the Pro-Vice-Chancellor (Indigenous Engagement) when you begin planning any UQ event that involves Aboriginal and Torres Strait Islander engagement and/or Aboriginal and Torres Strait Islander peoples, knowledges, cultures, languages and histories.

Once this form is completed please return it to pvcie@uq.edu.au

Giving the Office of the PVC(IE) as much notice of the event as possible (minimum of eight weeks) will assist with timing the necessary communication and planning to ensure that full consideration is given to supporting your event.

Assistance in completing this form can be obtained from:

Office of the PVC(IE)

Telephone: 07 3346 0627; Email: pvcie@uq.edu.au

Key contact for this event

Name:

Position:

Department/Area:

E.g. School/Centre/Institute

Faculty or Parent Unit:

Telephone:

Mobile:

Email:

Event details

Name of event:

Date/s of event:

Start time:

Finish time:

Proposed venue/location:

Background and purpose of event:

Type of event: E.g. Reception, awards ceremony, formal dinners etc.

Dress code: E.g. Business attire, black tie, cocktail etc.

Will any UQ dignitaries or external VIPs be invited to your event?

E.g. Chancellor, Vice-Chancellor, Senate members, Federal or State parliamentarians, diplomats, Australian and State Chief Scientists etc. See [here](#) for a list of dignitaries who warrant Protocol involvement

Yes please see the relevant [University Guidelines](#) and contact the Protocol team, Marketing and Communication (protocol@uq.edu.au)

No

Will the event be open to the media?

Yes please contact the Communication team, Marketing and Communication (communications@uq.edu.au) and cc the Communications Officer in the ATSI Unit (atsis@uq.edu.au)

No

How do you plan to promote your event?

For assistance, contact the Marketing team, Marketing and Communication (marketing@uq.edu.au) and cc the Communications Officer in the ATSI Unit (atsis@uq.edu.au)

Indigenous engagement details

How does this event contribute to the [UQ Reconciliation Action Plan](#)?

E.g. Action 2: year-long calendar of events.

Will this event include any Aboriginal and/or Torres Strait Islander content?

This includes Aboriginal and Torres Strait Islander content delivered by non-Indigenous peoples.

Yes (please provide details)

No

Will this event involve liaison with Aboriginal and/or Torres Strait Islander Elders, community groups, organisations and/or members as hosts, speakers, performers or guests?

Yes (please provide details)

No

Will you have Aboriginal and/or Torres Strait Islander flags displayed at the event?

Copyright restrictions apply to the use of Aboriginal and Torres Strait Islander flags – please outline how the flags will be sourced. Provide details on how and where the flag/s will be displayed.

Yes (please provide details)

No

Will the event include any cultural protocols or performances?

E.g. Welcome to Country, Acknowledgement of Country, Traditional dancing, contemporary music etc. Please outline what steps, if any, you have already taken to arrange such performances.

Yes (please provide details)

No

Do you require the PVC(IE) or nominee to play a role at your event?

If any Aboriginal and/or Torres Strait Islander dignitaries will be attending, the PVC(IE) should be invited to attend the event.

Host*

Guest speaker*

Official opening/launch/awards*

Keynote address*

Attendee/guest only

*Selection indicates a speaking role. Please complete speech requirements below.

Suggested speech topic (if required):

A suggested script for the PVC(IE)'s presentation in dot point form is required at least 10 working days prior to the event.

Speech length:

Brisbane River pattern in *A Guidance Through Time* by Quandamooka artists, Casey Coolwell and Kyra Mancktelow

