

PROTOCOL FOR INAUGURAL LECTURES

Newly-appointed professors traditionally give an inaugural lecture relating to their field of study to mark their appointment.

SETTING THE DATE

After the appointment has been officially endorsed, the professor will receive a letter of congratulations from the Rector, stating that the Academic Ceremonies Office will be in touch to set a date for the inaugural lecture. The Academic Ceremonies Office is responsible for organizing the lecture ceremony.

Inaugural lectures are always held on Thursdays. The ceremony begins at 16:00 sharp. The lecture should last approximately 45 minutes (max).

ANNOUNCEMENT

The Rector will announce the inaugural lecture and invite all interested parties to attend the ceremony. After consulting with the new professor, the Academic Ceremonies Office will work with the M&C Traffic department to ensure that invitations are printed and distributed in good time.

PRINTING AND DISTRIBUTING THE INAUGURAL LECTURE

The lecture itself will be published on the day it is due to be given: lay-out and font in accordance with university standards.

The new professor will decide on the title of the lecture. The Academic Ceremonies Office will assist the new professor with printing and distribution.

RECEPTION

A reception will be held following the inaugural lecture.

The new professor's faculty is responsible for all expenses related to the lecture and the reception.

The new professor is personally responsible for expenses related to his or her gown and any event to be organized following the reception (e.g. a dinner).

STEP-BY-STEP PLAN LEADING UP TO THE INAUGURAL LECTURE

When	What	Who
11 weeks prior to the lecture	Prepare the invitations and announcements by using the UT's formatting tool, Expression Manager	Professor/ Secretary of the Chair
8 weeks prior to the lecture	Address files (in Excel) for invitations should be sent to the Academic Ceremonies Office. Please send two separate	Professor/ Secretary of the Chair

	Excel files: one containing the addresses for the invitations for the inaugural lecture, and one additional list for the invitations to the inaugural lecture and dinner (if applicable). The Academic Ceremonies Office will add an Excel file with some 410 addresses of Professors, Programme Directors, Directors of operations at UT, etc.	
6 weeks prior to the lecture	Invitations and announcements will be sent out	Central mail room
5 weeks prior to the lecture	Contact the UT photographer, Rinus Baayens, for a photo, in gown, to be printed in your lecture booklet	Professor
4 weeks prior to the lecture	Submit the texts (in Word) and images (in high resolution) of your booklet for publication via the Traffic department via email traffic@utwente.nl	Professor/ Secretary of the Chair
2 weeks prior to the lecture	Academic Ceremonies Office employee makes an appointment with the Waaier building technician and the professor for a rehearsal. During this rehearsal the Academic Ceremonies Office employee will discuss the preparations and practical aspects of the inaugural lecture with the professor.	Professor and Academic Ceremonies Office employee

DAY OF THE INAUGURAL LECTURE:

Professor: please arrive at 15:00 (with partner/close family)

15:00	Technician will install PowerPoint presentation. Professor will test PowerPoint presentation. The Academic Ceremonies Office employee will show partner and close family their reserved seats.
15:10	Professor will retire to the dressing room to change into gown.
15:15	Photographer will arrive to take photos of new professor with partner/family Professor is dressed in cap & gown. The Academic Ceremonies Office employee will present the professor's partner with a bouquet of flowers (if required).
15:30	Coffee and tea for guests in the foyer. Coffee and tea near in vicinity of dressing room for the official party.
15:40	Microphone will be attached to the speaker's lapel by Waaier building technician (if required)
15:45	Professor returns to the dressing room to take his/her place in the procession.
15:50	Beadle positions members of the procession. Beadle in lead position, followed by Rector with the professor, followed by other professors.
15:50	Partner and close relations go to their reserved seats in the auditorium. Other guests take their seats.
15:55	Photographer takes pictures of the speaker and procession.
16:00	The procession enters the auditorium. The Rector walks straight to the lectern. The speaker sits beside his/her partner/family. Once the Rector has invited the speaker to give his/her lecture, he takes his seat next to the speaker's partner/family (Rector and professor share the same chair). The lecture should last approximately 45 minutes (max!!). At the end of the inaugural lecture, the Rector will approach the lectern, and the

	<p>speaker will now return to his/her seat next to his/her partner/family. The Rector will bring the proceedings to a close and invite the new Professor and his/her partner/family to leave the auditorium together with the Beadle. The Beadle will lead the way, followed by the speaker with his /her partner/ family, then the Rector and finally the remaining guests.</p>
17:00	<p>Reception During the reception, an Academic Ceremonies Office employee will be on hand to help the new professor take receipt of gifts, etc.</p>

If the lecture booklets are ready in time, the post room will ensure that they are sent out on the day of the lecture (after 16:00).

Dress code: no white socks, no jeans, no turtlenecks, black shoes only. The speaker will wear his/her cap throughout the ceremony.

The UT photographer will take photos during the inaugural lecture. Photography during the inaugural lecture, other than by the UT photographer, is not allowed.

Approximately 1 month after the lecture:

The Academic Ceremonies Office will present the new professor with the photo/reception book and CD with digital photos.