

GUEST LECTURERS AND PERFORMERS - GUIDELINES

RATIONALE

The Sydney Conservatorium of Music (SCM) collaborates with leading local and international conservatories, universities, orchestras, performers, musicologists and composers. Visiting professionals and academics are welcome to contribute, via lecturing and/or performance, a unique and valuable experience for students and the general public. These opportunities enhance the learning and teaching outcomes of the faculty and forge international and national relationships.

GUIDELINES

- For every guest invited to SCM, paid or unpaid, an online form is submitted when the arrangement is agreed.
- The form shares the agreed arrangement with faculty professional staff, who then proceed with logistical and artistic support as required.
- Venues must be provisionally booked in advance for the proposed activities. Venue availability can be checked via the [Uni Timetable system](#) and booking requests through [Conservatorium Timetable](#).
- The Chair of Unit is allocated a yearly budget to be used for guest lecturers and performers, therefore the approval of the relevant Chair and their budget cost codes is mandatory.
- Masterclasses are not permitted during recital and exam periods due to limited venue access.
- An Agreement for Services is provided to every guest, paid or unpaid, where the agreed services, deliverables, university resources, intellectual property rights and fees are clearly stated.
- Any negotiated payment must be supported with cost codes.
- International guests (Australia/NZ passport holders excluded), whether paid or unpaid, are required by law to have the appropriate business visa for the activities they perform at the Con: 400 for education; 420 for entertainment/recitals. The University, as employer, must have a copy of the guest's business visa before any activities commence. Details of the guest's entire Australian visit are to be provided in advance of intent to engage an international guest; ideally, at least either (8) weeks prior to their departure for Australia. For clarification on individual visa cases, contact SCM's [Faculty HR Officer](#).
- Lectures and performances may be open to the public or exclusively for students. When open to the public, these will be un-ticketed free events. Masterclasses may be held as part of a unit of study or as an extra scheduled event.
- Payment: If the guest is a current or previous University of Sydney employee, they will be paid via the payroll system; if they are not, the invitee of the guest completes [this contractor/employee assessment tool](#) and submits it with supporting documentation and invoices to SCM Finance for the payment to be processed.
- If a guest performer has a registered agent, the agent will provide invoices and visas, if applicable.
- Projects which are not funded by the Chair's budget require authorisation by the Dean – [see Ad-Hoc Projects](#).

PROCEDURE

- When a potential visit is being planned, use [this link to access the online form](#) and submit it with any preliminary information about the guest, ideally at least eight (8) weeks in advance.
- Once submitted, receipt is acknowledged and SCM's [Event Coordinator](#) will contact you within 2 working days to connect you with the relevant professional team members.
- The SCM invitee or registered agent provides the invoice with these forms to SCM Finance in order for payment to be processed (all forms are located in the tabs in the assessment tool):
 - Tax Invoice
 - Completed and signed [contractor/employee assessment tool](#)
 - Copies of public liability insurance OR waived Risk/Insurance document
 - Superannuation form completed by the guest, where applicable
 - ABN is required; if no ABN, the PAYG will show on the contractor/employee assessment tool and a Statement By Supplier form needs to be completed and signed by the guest.
- International guests (Australia/NZ passport holders excluded), whether paid or unpaid, are required to provide:
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- Any proposed public events will be listed on the [SCM Events webpage](#).

TIMELINE

- Visas - at least eight (8) weeks prior to the guest departing for Australia
- Venue bookings - confirmed prior to inviting the guest and submitting the form
- Service Agreement - signed agreement to be returned at least a month prior to arrival in order to enable payment.
- Travel bookings - at least one month in advance
- Marketing - at least one month in advance
- Payment - all documentation must be submitted with invoice/s in order to enable payment.