

VISITING SCHOLARS & PERFORMERS - GUIDELINES

RATIONALE

The Sydney Conservatorium of Music (SCM) collaborates with leading local and international conservatories, universities, orchestras, performers, musicologists and composers. To streamline these stakeholder's visits – the following guidelines have been developed.

GUIDELINES

- For every guest invited to SCM, paid or unpaid, an online form is submitted when the arrangement is agreed to ensure all University processes are met.
- The Discipline Convenor is allocated a yearly budget to be used for guest lecturers and performers, therefore the approval of the relevant Convenor and their budget cost codes is mandatory.
- Masterclasses are not permitted during recital and exam periods due to limited venue access.
- 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. For clarification on individual visa cases, contact SCM's [Faculty HR Officer](#).
- Lectures and performances may be open to the public should primarily be for students. If you elect to open your event to the public, these will be un-ticketed free events.
- Front of house support will only be available to ticketed or industry partnered events. Seating and stands are available in all venues however if a specific set up is required (ie seating in a seminar room), this should be booked through the [Attendant's Form](#) by the Academic.
- Payment: If the guest is a current or previous University of Sydney employee, they will be paid via the payroll system.
- If a guest performer has a registered agent, the agent will provide invoices and visas, if applicable.
- Academic staff are responsible for greeting their guests.

PROCEDURE

- When a potential visit is being planned, 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](#).
- Use [this link to access the online form](#) and submit it with any preliminary information about the guest.
- Once submitted, receipt is acknowledged and SCM's [Event Coordinator](#) will contact you within 5 working days to connect you with the relevant professional team members.
- The SCM invitee or registered agent provides the tax invoice to SCM Finance in order for payment to be processed. These payments take 30 days from the date that the invoice is received by SCM Finance.

Timeline	Action	(International Visitor)
8 weeks	Venue bookings secured	
8 weeks	Online form submitted	
8 weeks	Visa documentation arranged	
4 weeks	Travel bookings arranged	
4 weeks	Signed service agreement returned to HR	
Timeline	Action	(Local Visitor)
8 weeks	Venue bookings secured	
4 weeks	Online form submitted	
8 weeks	Visa documentation arranged	
4 weeks	Travel bookings arranged	