



Inaugural lectures: protocol and information for the speaker

The inaugural lecture (speech)

An inaugural speech or lecture is a **public** academic ceremony to celebrate a colleague's appointment to professorship. The speaker invites both colleagues and other interested parties to attend this event, which is held in the Aula of the Academy Building. The newly appointed professor gives a **speech which lasts no longer than 30 minutes**, and which must be understandable to the general public. The speaker can choose whether to give the speech in **Dutch or English**. The speech should focus on the future of their field of study, rather than dwell on past developments. Acknowledgements and advertisements are not appropriate (but may be included in a printed version).

At the University of Groningen, inaugural lectures take place on **Tuesday afternoons at 4.30 p.m. in the Aula** of the Academy Building. On the remaining days, the Aula is used for PhD ceremonies.

Inaugural lectures are not usually scheduled to take place in July and August.

The Committee of Deans strongly advises newly appointed professors to give an inaugural lecture, though it is not mandatory. Associate professors are also entitled to give an inaugural lecture.

If specially requested, two inaugural lectures (usually given by two colleagues working in the same field) may take place, one immediately following the other. on the same day. These joint inaugural lectures must each not last longer than 20 minutes. These ceremonies start at 4 p.m.

Planning an inaugural lecture

Once new professors have been officially appointed, they can schedule a date for their inaugural lecture. This takes place in consultation with the secretariat of the Rector Magnificus. Professors are required to contact Monique Peperkamp by **email** (m.a.s.peperkamp@rug.nl) to arrange this.

Once new professors have been officially appointed, they can schedule a date for their inaugural lecture. They are advised to contact the secretariat to schedule a date as soon as possible after their appointment, since the current **waiting time** is just under a year. Once the inaugural lecture has been scheduled, the speaker informs the Dean of the Faculty. The secretariat of the Rector informs all parties involved (i.e., the Board of the University, the Deans, the Porter's Office, the University Services Department and the Communication Office) about the planned inaugural lectures in due course.

Speaker's introduction (laudatio) by the laudator

Immediately prior to the inaugural lecture, the laudator introduces the speaker in a short speech lasting no more than **five minutes**. The laudator is a current (or retired) professor at UG, and knows the speaker well. The speaker is responsible for approaching a **UG professor** in good time to arrange the laudatio, as well as passing on the name of the laudator to the Dean of the Faculty and the secretariat of the Rector.

Invitations and registration

The Rector Magnificus invites guests to attend the inaugural lecture by sending out printed **invitations**. The Rector's secretary takes care of the design and printing of the invitations in consultation with the speaker. The university covers the costs involved in this process. The speaker can choose whether to give the speech in **Dutch or English**. A standard text is printed on the invitation, which means gift lists etc. cannot be added. During this process, the speaker receives a digital version of the proof (PDF) which can also be used to send to guests.



Necessary information such as titles, preferred names, name of the chair and the title of the inaugural lecture should be passed on to the secretariat of the Rector. The speaker receives an **email** about this approximately 2.5 months before the ceremony. The secretariat then sends the invitations to the current and emeritus professors of the speaker's Faculty. The speaker may then send the rest of the invitations (300 to 400) to anyone they would like to attend, including colleagues, family, friends and other interested parties. Faculty envelopes (i.e., landscape A5 format) should be used for this. The speaker may also design an **extra invitation** for an additional celebratory event (e.g., dinner, buffet or party) and have these sent with the standard invitation to the professors at their own Faculty. The costs of producing an additional invitation (and organizing an additional event) must be borne by the speaker.

Registration: guests can register for the inaugural lecture either by returning the reply card (part of the invitation) by post or by registering on the university's website using the link stated on the invitation. Attendees must register for the event. This is so that the organizers know how many appetizers to order for the reception, can arrange the corona (the seating area specifically for professors) in the Aula and set up a livestream in the Senate Room (should there not be enough room in the Aula for the number of registered guests). If a symposium is to held prior to the inaugural lecture or there will be an after-party, guests must register separately for the lecture and the other activities.

The inaugural lecture booklet: printing and distributing the speech (optional)

The speaker may also choose to have their speech printed, in which case they are fully responsible for printing and distributing it (including the associated costs, which are not tax deductible). It should be noted that printing the speech is not mandatory. Should the speaker wish to print their speech, they can place an order via FacilityNet on the university website. Guidelines for the UG and UMCG house styles (and logos etc.) are available on the university website: www.rug.nl/about-us/how-to-find-us/huisstijl/. The only stipulation for printed material for the inaugural lecture is that it must be in the university's house style. If the speaker is employed by the UMCG, the joint UG/UMCG logo should be used.

The speaker is completely free to choose whether to print the speech, add the text to their staff page (MePa) on the website, distribute it by email to interested parties or to only distribute parts of the text. Requests for a digital version of the speech (from journalists etc.) are generally submitted to the Communication Office. Speakers are therefore requested to send a digital version of the text to the Communication Office as soon as possible. communicatie@rug.nl

Appointment to a member of the Senate (closed session)

Immediately prior to the inaugural lecture, a very brief closed session will be held at 4.10 p.m. in the **Senate Room**. Only the togati in attendance, i.e. the professors wearing academic dress (and the Secretary of the Committee of Deans), are entitled to attend this meeting. During this meeting, the Rector Magnificus, or his/her deputy, officially appoints the new professor to a member of the Groningen Senate. Due to the private nature of the meeting, **photographers** and other interested parties are **not** permitted to access the **Senate Room**.

Once the togati have taken their seats in the Senate Room at 4.10 p.m., the beadle collects the speaker from the Faculty Room (usually the Theology Faculty Room) and escorts them to the Senate Room. Upon entering the room, the speaker stands behind



the seat opposite the Rector Magnificus (with cap on). The proceedings get underway with the strike of a gavel. The speaker may then take their seat opposite the Rector.

At 4.14 p.m., the **procession** of togati lines up, usually in the following order:

- the beadle
- the **speaker and the Rector**
- the Dean of the (Faculty of the) speaker and laudator
- external professors
- (emeriti) professors from the speaker's Faculty
- representatives from the other Faculties

The procession of professors makes its way from the Senate Room to the Aula, led by the beadle. Just before the Aula, a second procession, which starts at the Curatorenkamer and is composed of the other members of the Board of the University, the management of the Office of the University and the Presidium of the University Council, joins the procession of togati and they enter the Aula together. The members of the procession take their seat in the corona (a group of seats set up in two semi-circles at the front of the Aula). The speaker takes their seat in the front row on the left, next to the Rector Magnificus.

As the procession enters the Aula, the beadle instructs the rest of the guests to stand. The beadle then gives the signal for everyone to be seated.

The Aula

Relatives of the speaker should report to the officiating usher at the main entrance of the Aula. They will be guided to their seats in the front rows on the window side of the Aula. A seat is usually reserved for the speaker's partner in the first row on the left-hand side of the aisle.

All **other guests** can sit in the **unreserved seats**. Since the seats in the Aula are not reserved by name, guests are advised to be on time. Once the usher closes the large double door, people who arrive late will not be allowed to enter.

The Aula has a seating capacity of approximately 300. If more than 300 guests are expected, a **livestream** of the ceremony will be broadcast in the Senate Room. Once the Aula is full, other guests will be directed here.

There is a **lift** in the Academy Building: guests who have difficulty walking should use the side entrance of the Academy Building and use the lift to get to the first floor.

Walkers and pushchairs can be left in the hallway outside the entrance to the Aula for the duration of the ceremony.

Children are welcome in the Aula, but it goes without saying that they should not cause any disruptions during the proceedings. As such, young children should be accompanied by an adult, who can quickly take them outside if necessary.

Photographers present at the event are permitted to take photographs during the ceremony. However, they must not approach the corona and should be discreet.

Public gatherings in the Aula (opening, introduction and inaugural lecture)

The Rector opens proceedings and then gives the floor to the laudator, who gives an introductory speech - which includes a brief biography of the speaker - lasting no more than five minutes.

After the introductory speech, the speaker takes to the lectern and gives their inaugural lecture (no longer than 30 minutes).

The **lecture** should be limited to '**science**', i.e. the speaker's specialist field. It should also focus on the future, rather than spending too much time looking back on the past. Commercial advertizing is not appreciated. **Acknowledgments** should be also



omitted, but if the speaker wishes these can be included in a printed version of the lecture.

The speaker is also welcome to use PowerPoint or other digital resources during their speech, but is not obliged to do so.

The **preamble** to the inaugural lecture starts with: 'Members of the Board of the University, Ladies and Gentlemen...', for example. The lecture **ends** with the statement: '*Ik heb gezegd*'.

After the lecture, everyone makes their way to the reception area in the Academy Building in the reverse order in which they entered. If the speaker is to receive guests with their partner, (only) the partner leaves the Aula at the same time. The order for leaving the Aula is as follows: the beadle, speaker + partner, Rector Magnificus, Dean, etc. Family and other guests leave once the professors have made their way out of the Aula.

Summary:

- Brief opening statement by the Rector Magnificus
- Speaker's introduction by the laudator (max. 5 minutes)
- Inaugural lecture lasting no more than 30 minutes. This should:
 1. Include a prelude: 'Members of the Board of the University, Ladies and Gentlemen...'
 2. Be limited to science, looking towards the future of the field
 3. Not contain any words of thanks or advertisements
 4. Final statement: '*Dixi*'.

Reception

The inaugural lecture is followed by a reception (usually held in the Academy Building, but it may also be held elsewhere). All those present at the ceremony are welcome to attend. If the reception is to be held at a different location, the speaker is responsible for organizing it.

The University Services Department **Service Desk** contacts the speaker by mail a good two weeks in advance to discuss all the requirements for the reception.

If the speaker wishes to host a buffet, dinner, party or after-party for a select group of guests after the reception, (e.g. in the English Room in the Academy Building, which is suitable for up to 45 people) this can be organised by the Service Desk. The costs for the reception and any other additional event must be borne by the speaker.

Dress code

(General) Information for wearing the gown:

Professors should wear their academic robes during Senate **academic sessions**. This includes:

- Inaugural lectures
- PhD ceremonies
- Summer Ceremonies (= conclusion of the academic year)
- Opening of the academic year
- Presentations of honorary PhDs (usually during the anniversary celebrations)
- The appointment ceremony for a new Rector

Professors may wear decorations and medals on their gown at the last three ceremonies.

Dark clothes and shoes must be worn under the gown. Men should wear a (plain) white shirt.

The gown may also be worn during academic sessions at other universities. The gown should **not** be worn at non-university institutions.



Dress code for the speaker (wearing the gown at their own inaugural lecture)

- ***Groningen gown.*** During their own inaugural lecture, the speaker is not permitted to wear a gown from another university.
- ***Groningen bands and cap***
- ***Dark clothing and footwear***
- No decorations or medals

Rules for wearing the cap:

- The cap must be worn when standing or walking.
- The cap must not be worn when seated.
- The cap should be worn with the tip facing the front.

Exception: The speaker may remove the cap when they are stood at the lectern giving the lecture.

For advice on having a gown made or purchasing one second-hand, please contact the Rector's secretariat: m.a.s.peperkamp@rug.nl to arrange this.

N.B.: Costs for having a gown made/adapted must be borne by the speaker and cannot be charged to the university.

Rented gowns for professors from other universities

Gowns in various sizes, including bands and caps, are available to rent from the Porter's Office in the Academy Building. Upon request, professors from other universities are also welcome to rent one of these gowns for academic sessions. It is **not** possible to **reserve** a gown in advance. External professors may also borrow a Groningen gown for the duration of the ceremony, but only with the express written consent of the owner. In such cases, they are personally responsible for the gown and should return it to the correct place in the gown locker.

Use of audio-visual aids during the lecture

The speaker may choose to use a PowerPoint presentation or other audio-visual aids during their speech. If so, they are responsible for operating the computer that is available in the Aula. If the speaker would like to make use of such tools, they should contact the Porter's Office in the Academy building in advance to schedule a time to inspect the (empty) hall and test the available equipment. This is usually done on weekday evenings. On the day of the lecture itself, the speaker only needs to bring their presentation on a USB stick. The use of tools is a completely personal choice; the speaker is also free to read their speech from a piece of paper.

The day of the inaugural lecture

Below is a brief summary of the schedule and times:

- (no later than) 3.30 p.m.: the speaker reports to the Porter's Office (beadles) in the Academy Building, after which they get changed and prepare for the lecture in the Theology Faculty Room. There is also time in between to test the PowerPoint presentation and any audio-visual aids in the Aula.
- 4.10 p.m.: Appointment ceremony in the Senate Room.
- 4.15 p.m. Inaugural lecture; opening speech by the Rector Magnificus, followed by an introduction from the laudator. The speaker then gives their speech (maximum 30 minutes).
- 5.00 p.m.: End of the lecture, start of the reception.



- 6.30 p.m. - 6.45 p.m.: End of reception and start of any subsequent festivities (dinner, buffet, etc.)

A few more tips for preparing for the inaugural lecture

- The speaker should schedule a meeting with the Dean to discuss the general affairs concerning an inaugural lecture and the do's and don'ts (several months in advance).
- They are also recommended to attend someone else's inaugural lecture (shortly before their own lecture); this can be especially informative if the speaker has little experience with inaugural lectures at UG. To choose and register for a lecture, check the inaugural lecture calendar:
<http://www.rug.nl/news-and-events/events/inauguration/>
- It is also possible to film the lecture. Requests should be submitted to the Porter's Office. A CD costs €15.
- It is also possible to live-stream the lecture on the university website, for example, for people who are unable to attend the lecture but want to watch it on their computer. Requests for this option must be submitted to the Porter's Office well in advance. The link to the livestream can then be emailed to guests or announced on the website.

Access to the Academic Building for wheelchair users and those who have difficulty walking

Wheelchair users and those who have difficulty walking should use the side entrance (left-hand side) of the Academy Building. Once inside, they (and their guides) can use the lift. The Aula is on the fifth floor. Wheelchair users who arrive by car can use the small car park located to the left of the Academy Building. Guests should call the Porter's Office via the intercom at the electronically operated posts. Note: it is not possible to reserve a parking space in the car park next to the Academy Building.

Directions and parking in the Q-Park

Academy Building <http://www.rug.nl/staff/location/1111> (includes a link to the car park nearest the Ossenmarkt). The Q-Park (Ossenmarkt) is a 5-minute walk away from the Academy Building.

Contact

Secretariat of the Rector Magnificus (Monique Peperkamp): 050 363 5290, email:

m.a.s.peperkamp@rug.nl

Academy Building Porter's Office: 050 363 5250, email:

reservering.academiegebouw@rug.nl

University Services Department Service Desk 050 363 8888, email:

facilitairbedrijf@rug.nl (for catering and booking a photographer)

Printed material, see: <http://www.rug.nl/facilitynet/>

Communication Office 050 363 4444, email: reservering.academiegebouw@rug.nl