The Hesburgh Lecture Series

Since 1986, the Hesburgh Lecture Series has brought a taste of Notre Dame’s academic excellence to the Notre Dame clubs and their local communities. The lectures perpetuate the example of President Emeritus Rev. Theodore M. Hesburgh, C.S.C., as a lifelong learner, and further the mission of the Alumni Association by providing meaningful continuing education opportunities to Notre Dame alumni, parents, and friends.

From seven lectures in the first year, the portfolio of lecture topics has expanded to 156 lectures, presented by 96 faculty members on topics related to art/architecture, business, church, communications, economics, education, engineering, environment, ethics, family life, government, history, law, Notre Dame, science, social concerns, and spirituality. Annually, almost 5,000 alumni, parents, and friends attend a Hesburgh Lecture.

Program Objectives

- The Hesburgh Lecture Series brings the Notre Dame campus to its alumni, parents, and friends across the country
- The program strives to encourage intellectual dialogue between alumni, community members, and distinguished Notre Dame faculty
- Lectures address issues reflective of the unique strengths of the University in an effort to stimulate the intellectual spirit of our graduates.

Benefits of Sponsoring a Lecture

- Serves as an opportunity to showcase Notre Dame and the ND club to the community
- Generates community support by inviting a local organization to co-sponsor
- Appeals to alumni who are interested in intellectual programming.

“Notre Dame is an engaged and lively community, dedicated to learning, scholarship, service, and faith. This community includes the University’s students, faculty, staff, alumni, parents, and friends. The Hesburgh Lecture Series is an important and rewarding opportunity to deepen the connections within that community, for its various members to learn from each other, and to share Notre Dame’s vision, values, and commitments with the broader world.”

Richard W. Garnett
Professor of Law and Associate Dean

Lecture Scheduling

All lectures must originate through the Alumni Association. Please do not contact the faculty members directly until you have received your written confirmation from the Alumni Association.

Program Costs

For a club to host a Hesburgh lecture, the cost is $300 to cover the faculty honorarium. If a club has never sponsored a Hesburgh Lecture, the Alumni Association waives the $300 honorarium for the first lecture. Failure to pay the honorarium will affect the club’s eligibility for football tickets.

The Alumni Association covers the costs of travel, up to two night’s lodging, and up to two day’s meals for each lecture. Clubs are responsible for all costs associated with the lecture and surrounding events, including invitations, marketing materials, room and equipment rentals, reception, and meals. Many of these expenses may be reduced by co-sponsoring the lecture with local organizations.

The lecture must be free and open to the public. All promotional materials must clearly reflect this. However, a club may charge a fee for a meal or reception that is associated with the event, as long as a person has the option of attending the lecture without attending the associated event.

A club may request an additional lecture or other engagement during the trip, but the club is responsible for coordinating this directly with the lecturer and paying any appropriate, additional honorarium and expenses.
Suggested Timeline

Four to six months prior to the lecture:
1) Establish a Hesburgh Lecture or educational coordinator and committee
2) Select one to three speakers, preferred lecture topics, and possible dates
3) Contact the academic programs staff via email at alumaced@nd.edu or (574) 631-8693 to communicate your preferences (speaker name, lecture topics, and dates). Please do not contact the faculty until receipt of written confirmation of the lecture.
4) Secure the venue and identify possible co-sponsors.

After receiving written confirmation from the Alumni Association:
1) Contact the speaker immediately and discuss location, date, and time of the lecture
2) Send honorarium payment to the Alumni Association
3) Begin to promote the lecture

Two months prior to the lecture:
1) E-mail or mail logistical information to the speaker
2) Promote the program in the club newsletter and on the club website
3) If applicable, send news release to relevant community publications
4) Send copies of any promotional materials to the Alumni Association

Three to four weeks prior to the lecture:
1) Mail invitations
2) Call speaker to confirm details, including technology needs
3) Confirm logistics at venue (e.g. audio-visual equipment, room set up)

One to two weeks prior to the lecture:
1) Have phone committee make reminder calls to people who responded to the invitation
2) Send broadcast e-mail to club members reminding them of the lecture

One to two weeks after the lecture:
1) Complete on-line evaluation form for the event including total number of attendees
   Http://www.surveymonkey.com/s/HesburghEventCoordinator
2) Send any photographs or materials that capture your event to the Alumni Association

Suggested Program Format

1) Welcome and introduction by club leader (10 minutes)
2) Presentation by lecturer (30-40 minutes)
3) Questions and answers/discussion (15-30 minutes)
4) Reception

Helpful Tips

1) The faculty member must be selected from the list of Hesburgh lecturers. It is crucial that the club's coordinator discuss possible topics with the club's board and solicit opinions before selecting the speaker and topic
2) Choose a date and time that does not conflict with other club events. Several clubs recommend a weekday evening. Likewise, please check the University calendar (http://calendar.nd.edu) for potential dates to avoid (e.g. home football games, Commencement weekend, school holidays)
3) Many clubs have been able to generate community support by inviting a local organization to cosponsor the event. This helps showcase Notre Dame and our academic excellence within the community. The co-sponsoring organizations may be able to help with location, publicity, attendance, and honorarium.
4) In selecting a location for the lecture, be sure that it is conveniently located (e.g. local high school or college facility, parish center, or hotel)
5) Hospitality is always appreciated by our faculty members. This can be in the form of recommending convenient hotels, offering transportation to and from the airport and the lecture, and inviting the speaker to dinner
6) For more information, visit our website http://mynotredame.nd.edu/lecturehosting.

Questions? Please contact...

Alumni Academic Programs
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